

Edwin H. Mookini Library

Study Room and Media Equipment Loan Policy Agreement

Eligibility

Equipment and accessories are available only to students, faculty, and staff of the University of Hawaii and its Community Colleges. Eligibility can be further restricted by campus affiliation and status and in accordance with agreements stipulated by each campus.

Media Equipment

UH-Hilo and HawaiiCC students, staff, and faculty.

Study Rooms

Any persons associated with the University of Hawaii and its Community Colleges.

Media Equipment Policies

- Equipment can only be returned to Mookini Library.
- Equipment should not be taken off-island. The borrower will be responsible for shipping the item back to Mookini Library if taken off-island.
- Borrowers are responsible for the loss or damage of equipment and accessories that are checked out to them.
- Borrowers may be billed for repair or replacement costs if the equipment is lost, stolen, or damaged.
- To avoid damage to the items, all equipment must be returned to the circulation desk and NOT the book drop. Borrowers will be responsible for damage to items returned in this manner.
- Borrowers are responsible for removing/transferring any personal files from the equipment before its return. The library is not responsible for lost or damaged work.
- Borrowers will not remove components from the equipment, or tamper with hardware or software.
- If repairs are needed or other problems arise with the equipment, immediately return the equipment to the circulation desk and do not attempt repairs.
- The library reserves the right to determine whether damage to the equipment was due to accident, abuse, or intentional misuse.

Fines and Fees

- Equipment not returned by the due date accrues overdue fines at a rate of \$1 per day up to a maximum of \$10.
- Borrowers who fail to return equipment or return equipment that is damaged or missing parts will be charged replacement and applicable processing fees.

Loan Period

The loan period and renewal eligibility for equipment and study rooms are listed below.

Media equipment temporarily placed into special collections may have alternative loan periods and fine rates specified on documentation attached to the equipment.

Study Room and Related Equipment

Two hours, one renewal if no other reservations.

Educational Equipment

Semester loan, due the Wednesday after finals week.

Ulu Room and Related Equipment

Three hours, one renewal if no other reservations.

Media Equipment

14 days, one renewal.

Study Room Policies

- Study rooms can be reserved for up to two hours one week in advance.
- Study rooms may be renewed once for an additional two hours provided there are no reservations or increased demand.
- There is a limit of one room per day per individual.
- Reservations will be honored until 15 minutes past the time requested. After 15 minutes, the room will become available on a first-come, first-served basis.
- Study room keys must stay in the library.
- Any belongings left unattended in study rooms with overdue keys will be removed and sent to campus security lost and found.
- Study rooms may not be used for the tutoring of non-UH students.
- Food should not be consumed in the study rooms or in the library.
- Study rooms are not soundproof. Please be considerate of others in adjacent rooms or areas.

Fines and Fees

- Study room keys not returned on time are immediately charged an overdue fine of \$1, then an additional \$1 for each hour thereafter that the key is late.

Study Room and Media Equipment Agreement

I assume full responsibility for Mookini Library's equipment while it is checked out to me. I will not leave the equipment unattended at any time and I will protect it from damage. I will keep track of when the equipment and accessories I check out are due back, and will return them before or on the due date. **I understand that if I do not return equipment and accessories on time, I will be charged any applicable late fees. If anything is lost or damaged while I am responsible for them, I can be charged for repairs, processing, and/or replacement fees.** I further agree that I will not tamper with the hardware or existing software.

My signature below indicates that I have read and agreed to the policies and terms above. It also indicates that I understand this agreement, which will be kept on file at the library, is binding and enforceable while equipment from Mookini Library is checked out to me.

Signature of User

Date

Check one and initial:

- I have received a copy of this signed agreement. Initial: ____
- I waive my right to have a copy of this signed agreement. Initial: ____

LIBRARY USE ONLY

Print Name of Patron: _____

Patron UH ID Number: _____

Date (MM/DD/YY): ____/____/____

Agreement expires at the end of Academic Year ____

Library Student/Staff assisting patron: huh_____

Note to be added in patron's account:

Patron has signed media equipment loan agreement for AY ____ . huh_____