

## EQUIPMENT CHECKOUT POLICY

**CHECK-OUT PROCEDURE:** Reserve your equipment in advance through the online reservation system <https://bravesshare.myturn.com/library/>. (Please see the RESERVATIONS section below for further detail.) Equipment cannot be checked-out without a reservation. Reservations are time-sensitive. Arrive before the reservation time to avoid violations or cancellations. If you know you'll be late, email [bethany.wendler@uncp.edu](mailto:bethany.wendler@uncp.edu) and notify her of any tardiness. Please inspect the equipment prior to leaving for any damages or missing components.

**CHECKOUT DURATION:** Normal check-out length is for up to three (3) days depending on the equipment type and the frequency of use of each item, with equipment to be returned prior to the reservation end time. Equipment checkouts usually take place during regular business days (Monday - Friday). Equipment will only be checked out over the weekend with special permission. Equipment can only be returned during regular business hours (Monday - Friday 8 a.m. - 5 p.m.). Equipment that is left outside of the office over the weekend will not be considered checked-in and will still remain the responsibility of the individual who checked out the equipment properly checked back into the office.

**CHECKOUT CONDITIONS:** Equipment will only be checked out to authorized persons. The person whose name is on the reservation will be responsible for its safe and timely return.

**CHECK-IN (RETURN) PROCEDURE:** When equipment is returned, it should be in the same or better condition than when it was checked out. For example, speakers should be neatly packed and cables neatly coiled. If a student has experienced trouble with any of the equipment checked out to them, they should immediately request for maintenance or they

should be held responsible for the damages. It is the sole responsibility of the person whose name the reservation is under to ensure all equipment is returned and properly checked in. **Equipment must be checked-out 3 days prior to the needed date.**

**EQUIPMENT AVAILABILITY:** The equipment manager is not responsible for equipment availability beyond reporting any late check-in with no notification. Equipment is available on a first come/first served basis and by reservation (see below).

**RESERVATIONS:** Reservations are made online through our Braves Share Program found at <https://bravesshare.myturn.com/library/>. Only authorized persons will be allowed to make reservations. Reservations are time-sensitive. Plan to arrive before your scheduled check-in and check-out times to avoid a violation. Arriving late could create a violation and cancellation of a reservation. These reservations will be made on a first come/first served basis. Reservations are automatically canceled at 30 minutes past reservation time without prior notice, also resulting in a violation. Reservations may not be made for equipment that is already checked out.

**RENEWALS:** Equipment reservations may not be renewed. If equipment is expected to need an extension, a new reservation must be made. All equipment must be returned and re-scanned for the new reservation.

**VIOLATIONS:**

Violations include, but are not limited to:

- Late return of equipment.
- Failure to appear on-time for reserved equipment.
- Failure to properly care for equipment while checked out.

- Return or checkout of equipment outside of posted Checkout Room hours.
- **ALL EQUIPMENT MUST BE RETURNED TO THE CAMPUS ENGAGEMENT AND LEADERSHIP OFFICE (UC 243).** In order to get equipment that has been reserved please see a member of the staff. Leaving the equipment in the hallway outside the office will result in a Second-Level Violation.

**First-Level Violation:** Written warning to the Assistant Director stating violation, potentially resulting in a one-week lockout (at the assistant director's discretion), and possible negative effect on course grade. *(Example: Reservation late/no-show)*

**Second-Level Violation:** Written report to Associate Director with further access to checkout room automatically locked out for two(2) weeks. A 2nd level violation is a significant and/or 2nd progressive violation. *(Examples: Failure to properly care for or report lost/damaged equipment, two first-level violations)*

**Third-Level Violation:** Details reported to, Director. User banned from further use of equipment for a period of time determined by the severity of the violation A 3rd level violation is a significant violation. *(Example: Theft or malicious destruction of equipment,)*

**\*\*\* After 24 hours of an emailed or phoned notification of the third-level violation to the contact information below, failure to return equipment will result in the judgment that the equipment is stolen. Theft will be reported to public safety. \*\*\***