UIT-Faculty Media Center Equipment Loan Policy

Eligibility and Loan Rules

- Media Equipment Loan is available to all faculty and staff holding active appointments with Oregon State University.

- Equipment may only be used for OSU-related work, to include academic instruction, research, training, outreach, and departmental sanctioned activities.

- Checkout durations vary based on individual project needs, as inventory availability and demand allow.

- The Media Equipment Loan program is not designed to subsidize ongoing, continuous equipment access needs.

- Equipment loan is based on a first-come, first serve basis, and may also be reserved in advance. All requests are subject to availability.

Fees

- There is no fee to utilize the Media Equipment Loan program.

- Equipment returned after the established due date is subject to a Late Fee at the following rate:
  - Day 1-3: Grace Period - No fee
  - Day 6-15: $25.00/day per order
  - Day 16: accrued late-fees or full replacement cost

- Lost and/or damaged equipment is subject to a Replacement/Repair Fee, to include total cost recovery for each item(s).

- Items returned requiring excessive cleaning may be subject to a Cleaning Fee.