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:
  - First 6 hours: $10/order
  - Day 1: $25/order
  - Day 2-15: $35.00/day per order
  - Day 16: accrued late-fees and full replacement cost of item(s)

*Grace period may be applied to original due date on a case-by-case basis

- Lost and/or damaged equipment is subject to a Replacement/Repair Fee, to include total cost recovery for each item(s) up to $5020.00.