

MEDIA RESOURCE CENTER (MRC)
EQUIPMENT LOAN POLICIES
401-454-6129
4 SIMPLE RULES



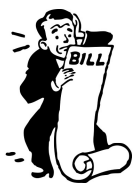
REPORT DAMAGE: Inspect your equipment upon check out. Report any damage right away, so we know it was not you. You are responsible for any damaged, stolen, or lost of equipment.



KEEP IT CLEAN: Return the equipment clean, in the same condition as received - free from paint splatter, clay & charcoal dust, and tape on cables & cords. Coil cables and use the Velcro strap to secure coil.



RETURN ON TIME: Don't leave the next patron hanging. Be on time (and avoid late fees/fines). All equipment is due by 12 Noon the next business day. Call us (before 12 Noon) to see if you can extend your equipment loan.



LATE RETURNS INCUR FEES: Fees increase by the hour, including overnight and weekends. There is a \$ 5.00 base fee. In addition, a fine of \$ 0.05 per hour / per item checkout accrues.

**Media Resource Center (MRC)
General Terms & Conditions:**

1. Student checkout are for academic purposes only; all equipment is issued on a *first come first serve* basis; if checkout is for a group project, one person (RISD ID Card used) is solely responsible for all of the rules, terms, conditions, fines and fees concerning the equipment.
2. Late, lost, stolen, or damaged equipment will result in check out privilege suspension until fees, fines, and / or equipment repair and / or replacement costs are paid. **GRADES MAY BE WITHHELD** pending the payment outstanding fees. **RISD BUCKS** is the only form of payment we accept.
3. Equipment loans are limited for D&M, Photo, FAV, and Open Media students to those items not supplied at their respective department check out centers.
4. Extensions on equipment are based on availability, renewals are granted if we have inventory on hand. Do not assume that high demand items will be renewed. Late fees accrue even when MRC office is closed (excluding emergency school closings). Fees are assessed hourly starting at 1:00 PM the day equipment is due.

BY SIGNING THIS AGREEMENT:

1. You agree to check your RISD email account for notices from us. When you have equipment checked out, you agree to check your RISD email account daily.
2. Use of your RISD ID Card constitutes your agreement to adhere to the rules, terms, and conditions stated above. In addition, you attest to having read and understood MRC's terms as written.

PRINT NAME:

RISD ID #:

SIGNATURE:

DATE: