This agreement is in effect each time you check out an item from the Millstein Library Digital Media Lab.

Terms and Conditions:

1. Borrowing Privileges:

   All University of Pittsburgh students, faculty and staff in good standing with current University of Pittsburgh ID cards are eligible to borrow equipment from the digital media lab.

2. Loan Periods:

   Equipment is due back in 3 days. Items may be renewed at the discretion of the library staff if not needed by another patron. Equipment must be returned to the Millstein Library Circulation Desk 1 hour before closing.

3. Returning Equipment:

   Return all equipment to the Millstein Library Information Desk.

   When returning equipment, please wait for library staff to check all items for damage and issue you a return receipt (upon request), which is your proof that you returned the equipment. Disputes about returned equipment and bags will be resolved upon your presentation of a return receipt.

4. Responsibility and Liability:

   You are responsible for all pieces of equipment while it is checked out to you. Do not leave equipment unattended at any time. If any piece of equipment is stolen while it is checked out to you, you are responsible.

   When you are borrowing any equipment, please bring any problems to the attention of library staff immediately. You will be responsible for any damage to the equipment while it is checked out to you.

   The Millstein Library does not provide any support for the use of audiovisual equipment. Items are provided as-is and may be used by borrowers as they see fit.

5. Fines and Fees:

   The overdue charge for each piece of equipment is $50.00 per day. Thereafter, the equipment is considered lost or stolen, and you will be billed for the replacement and processing cost of each item up to a maximum of $1500.

   I understand and agree to abide by the terms, conditions, responsibilities, and liabilities outlined above.

Name: ___________________________________________ ID Number: ____________________________

Signature: _________________________________ Date: _________________________________

Please print