

**The Studio
Hodges Library Media Center
Loan Policies**

Loan Policy:

- All users must complete an online certification or hands on training class before checking out any piece of equipment.
- All users must agree to these policies and sign a loan agreement form.
- Equipment may be checked out for up to 3 days. Check-out and Check-in times are as follows on the chart below. Users must request a 1, 2, or 3-day loan at the time of reserving the equipment.
- There may be no more than 3 active reservations per item type per person at any given time.
- Reservations for equipment not picked up by midnight (or by closing if before midnight) will be cancelled. Equipment will be given to waiting patrons.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Check-in Time*	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	1:30 pm
Check-out Time*	11:30 am- midnight	11:30 am- midnight	11:30 am- midnight	11:30 am- midnight	11:30 am- 6:00 pm	11:30 am- 6:00 pm	2:30 pm- midnight

* Summer, holiday and break hours may vary. Please refer to our website for our current hours of operation.

I agree to:

- Assume full responsibility for this equipment during the time(s) that it is checked out to me.
- Use this equipment in a safe and responsible manner.
- Return this equipment by 10:30 a.m., Monday through Saturday, and 1:30 on Sunday, on the due date to The Studio desk in the Media Center. I understand that if returned late, the item will be considered lost. A charge of 25¢ an hour, plus a non-refundable processing fee of \$20 will be charged.
- Reimburse the University of Tennessee Libraries for any damage or loss of the equipment or its accessories that occurs while it is checked out to me. Charges will be based on replacement cost to a maximum of \$2500.
- Not leave the equipment unattended and not allow anyone else to use the equipment.

To reserve equipment, talk to a Studio consultant or fill out our online request form at

<http://www.lib.utk.edu/studio/>.

Please allow two business days for confirmation when requesting via the web.