

Camera/Accessories Loan Policy

Texas Wesleyan University owns a variety of electronic devices, including but not limited to cameras and camera related equipment. This policy refers to cameras that students can checkout for out of class use.

ELIGIBILITY

Texas Wesleyan University students in good standing (no outstanding fines) and who are currently enrolled in the Advanced Photography course may borrow loanable technology from the Bernice Coulter Templeton Art Studio & Gallery at the discretion of the instructor. Borrowers with delinquent accounts are not permitted to borrow equipment.

BORROWER AGREEMENT

Borrowers will be required to sign the Camera/Accessories Loan Agreement once per semester. The borrower's current Texas Wesleyan University ID and Driver's License or State ID must be presented, along with a current phone number. The agreement will be kept on file for one semester. If an item is overdue or lost, no additional technology may be borrowed until all replacement costs are paid. Once equipment is checked out to a borrower, it becomes the responsibility of that borrower.

LOAN PERIODS

Check out of loanable technology begins after the final add/drop date of the semester and items are circulated on a first-come, first-serve basis. Check-out of loanable technology is not permitted **1 week** prior to the end of the semester; equipment check-out will resume the first day of classes. **Check-out/in days are Tuesday through Friday, 11 am- 4 pm.**

Digital Camera Kits

- The loan period for students is 7 days **from the date of checkout**. There is no automatic renewal.
- You must sign up again and wait for the next available camera.
- Camera/Equipment can be used on or off campus.

RETURNING

Equipment must be returned directly to a staff/faculty member at the Bernice Coulter Templeton Art Studio & Gallery. Equipment must be returned in the condition that it was in when checked out. Equipment must be returned within 7 days from the date of check-out.

REPLACEMENT COSTS

Borrower is responsible for full replacement costs if the equipment is stolen, damaged, or lost during the checkout period.

- Loss of or damage to any equipment or components will result in fees for replacement or repair. Fees can range from \$10 - \$600.
- Failure to return borrowed items and/or pay repair and/or replacement costs or any other charges will result in a hold on the borrower's account.

APPROPRIATE USE OF DEVICES

All borrowers must use devices in accordance with the expectations of the course syllabus. Inappropriate use of the device will result in an ineligibility to continue borrowing loanable technology. Devices assigned to individual students are not to be loaned to or borrowed by other students. Activity and damage that occurs to an assigned device is the responsibility of the student to whom the device is assigned.

SUPPORT

For help using the Bernice Coulter Templeton Art Studio & Gallery loanable technology, contact faculty or staff during gallery hours, Tuesday through Friday, 11 am-4 pm or email ruebengonzales@txwes.edu.

Camera/Accessories Loan Agreement

Items loaned from the Bernice Coulter Templeton Art Studio & Gallery are property of Texas Wesleyan University and are made available for the students of the University to support their academic pursuits. Equipment borrowing privileges are at the discretion of the gallery staff and faculty and can be revoked when deemed necessary.

Name _____

Email _____

Student ID _____

Phone Number _____

Course Name & Section _____

Read each line item and initial to agree:

_____ I will return all items to the Bernice Coulter Templeton Art Studio & Gallery by the assigned due date.

_____ I accept full responsibility for any borrowed items until it is safely returned; and to comply with the terms listed below.

_____ I understand that failure to comply with terms listed below may result in fees, or loss of borrowing privileges.

_____ I agree to comply with Texas Wesleyan University's Camera/Accessories Loan Policy.

I agree to the following terms and conditions to borrow equipment from the Bernice Coulter Templeton Art Studio & Gallery:

- I, the borrower, am responsible for the safety and security of the equipment and its components while the item is checked out to me.
- I will not leave items unattended or subject items to harmful conditions (weather, temperature, etc).
- Items are to be returned by the due date. Failure to comply with due dates will result in loss of equipment borrowing privileges, and/or replacement fees.
- I will delete digital content/files from the borrowed item. Any content remaining on the device will be deleted by gallery faculty/staff and cannot be recovered.
- Loss of or damage to any equipment or components will result in fees for replacement or repair. I agree to pay any associated fees which can range from \$10 - \$600.
- Failure to pay fees or return equipment will result in a HOLD on my Student Account.
- The Bernice Coulter Templeton Art Studio & Gallery may recall equipment at any time. Recalled items must be returned to the gallery within 24 hours of notification.

By signing my name I am agreeing to the terms above.

Signature _____

Date _____