

Information Services Equipment Borrowing Policy

Equipment maintained and loaned by Information Services is in high demand by faculty, staff and students for academic and work-related functions.

To ensure all members of our community have access to our limited equipment resources:

Return equipment at the service desk

A complete equipment kit must be returned to a service desk staff member or student consultant on or before its due date in working condition. Equipment cannot be returned using one of the libraries' bookdrops.

\$30 / day late fee, no exceptions, waivers or reductions

A late fee of \$30 per day will be charged to all faculty, staff and students for any equipment kit not returned on or before its due date. The fine will be levied at the beginning of each day. Fines will not be waived or reduced when equipment is returned. We may deny access to our circulating equipment to anyone with unpaid overdue fines. Unpaid student fines will be periodically added to the student's bursar account.

We suggest you make a note of the exact due date; you may also check it online at <https://luna.wellesley.edu/patroninfo>

Any requests to renew borrowed equipment must be made **prior** to the due date. Equipment is often not available for renewal, however, so be prepared to return it on schedule.

Incomplete kits count as entire kit being late, resulting in same late fee

An equipment kit without all of the required pieces will be considered "not returned" until all of the pieces have been checked in. The \$30 per day fee will be charged once each day for the entire kit, not per item in the kit.

Damaged, lost, or stolen items result in hefty replacement fees

Patrons are responsible for the cost of equipment or pieces which need to be replaced, including those lost, stolen, or damaged. Replacement costs (available upon request) include the purchase price of the item as well as the labor involved in ordering, cataloging and preparing the item for circulation.