Terms of Use and Rules

Terms of Use and Rules used for equipment for each of the libraries: Lauinger & Capitol Campus, GU-Q (Qatar), and SCS. Lauinger & Capitol Campus are the only ones using Booking.

Lauinger & Capitol Campus

Summary: Most items are bookable (requestable for specific dates, up to 3 days at a time), all are loanable (i.e. do not require a booking to borrow the item, though bookings are recommended).

Booking (Requesting)

Equipment Hour-based Loan Items (2-Hour, 4-Hour)

Chargers, power banks, etc. = Not Bookable

Name	Operator	Value
Item Policy	In List	4-Hour Reserve, Overnight ; 2-Hour Reserve, No overnight
Location	In List	Lauinger Library - Stacks Equipment, Capitol Campus Library - Equipment
Output		Default terms of use (not bookable)

Equipment 3-Day Items

Name	Operator	Value
Location	In List	Lauinger Library - Stacks Equipment, Capitol Campus Library - Equipment
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate
Item Policy	=	Equipment
Output		Lau Equipment 3 day Booking ToU

Equipment 3 day Booking ToU Output terms

- Booking release time : 25 Hours
- Is item bookable : Item is bookable
- Maximum allowed booking length : 3 Days(ish) Allowed (3 days + 4 hours for circ desk opening time variations)
- Preview period : 24 Hours
- Pickup locations : Pickup only in owning library
- Future limit : 30 Day Future Limit
- Back to back booking : No limit
- Purged request fee : No purged request fee
- Booking resolution : Days plus overnight
- Closed library booking management : Attempt expanding if within maximum allowed booking length

Lauinger Digital Media Studios

Name	Operator	Value
Location	=	Lauinger Library - Digital Media Studios
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate, Visiting Researcher
Output		Lau Room 3 hour booking

Lau Room 3 hour booking Output terms

- Booking release time : No booking release time
- Is item bookable : Item is bookable
- Maximum allowed booking length : 3 Hours booking
- Preview period : 30 minutes
- Pickup locations : Pickup only in owning library
- Future limit : 30 Day Future Limit
- Back to back booking : No limit
- Purged request fee : No purged request fee
- Booking resolution : Default booking resolution - Minutes
- Closed library booking management : Adjust booking time to be during open times only. When the Library is closed during the entire requested booking period, the request will be blocked.

Loan

Equipment 2-Hour Items

Currently only used for power banks

Name	Operator	Value
Item Policy	In List	2-Hour Reserve, No Overnight
Location	In List	Lauinger Library - Stacks Equipment, Capitol Campus Library - Equipment
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate
Output		2-Hour Lau Equipment Loan

2-Hour Equipment Loan Output terms

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 2 Hours loan
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 200.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Maximum Fine : 70.00 Maximum Fine
- Overdue Fine : 1.00 Open Hours overdue fine
- Grace Period : No Grace
- Is Renewable : Not Renewable
- Closed Library Due Date Management : Move Due Time to Upcoming Closing Time

Equipment 4-Hour Items

e.g. charging cords

Name	Operator	Value

Item Policy	In List	4-Hour Reserve, Overnight
Location	In List	Lauinger Library - Stacks Equipment, Capitol Campus Library - Equipment
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate
Output		4-Hour Lau Equipment Loan

4-Hour Equipment Loan Output terms

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 4 Hours loan
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 200.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Maximum Fine : 70.00 Maximum Fine
- Overdue Fine : 1.00 Open Hours overdue fine
- Grace Period : No Grace
- Is Renewable : Not Renewable
- Closed Library Due Date Management : Move Due Time to Next Open Time

Equipment 3-Day Loan

Cameras, microphones, cables, etc.

Name	**Operator**	**Value**
Item Policy	In List	Equipment
Location	In List	Lauinger Library - Stacks Equipment, Capitol Campus Library - Equipment
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate
Output		3-Day Lau Equipment Loan

3-Day Equipment Loan Output terms

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 3 Days (Exact Days)
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 200.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Maximum Fine : 70.00 Maximum Fine
- Overdue Fine : 1.00 Open Hours overdue fine
- Grace Period : 1 Hour grace period
- Is Renewable : Not Renewable
- Maximum Renewal Period : 9 Day Renewal (3-day loan + 2 renewals) (Note: this allows staff discretion to renew items by overriding the ‘not renewable’ block)
- Closed Library Due Date Management : Move due time to next open time

Lauinger Digital Media Studios Loan

Name	Operator	Value
Location	=	Lauinger Library - Digital Media Studios
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate, Visiting Researcher
Output		3-Hour Loan, No Overnight

3-Hour Loan, No Overnight Output terms

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 3 Hours loan
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 200.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Maximum Fine : No maximum fine
- Overdue Fine : No overdue fine
- Grace Period : 30 minutes
- Is Renewable : Not Renewable
- Closed Library Due Date Management : Move Due Time to Upcoming Closing Time

GU-Q (Qatar)

Summary: Innovation Lab items do not circulate. Everything else does. No requesting/booking.

Request

Items are not requestable.

Loan

Innovation Lab non-circulating

Name	Operator	Value
Location	=	Qatar Library - Innovation Lab
Output		Non-circulating

Qatar Equipment 3-Day Loan

Name	Operator	Value
Item Policy	=	Equipment
Material Type	=	Equipment
Location	=	Qatar Library - Circulation Desk
Output		3-Day Loan (Qatar)

3-Day Loan (Qatar) Output terms:

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 3 Days
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 110.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Overdue Fine : No Overdue Fine
- Grace Period : 1 Hour grace period
- Is Renewable : Not Renewable
- Closed Library Due Date Management : Move due time to next open time

Qatar Equipment 28-Day Loan

e.g. Kindles

Name	Operator	Value
Item Policy	=	Equipment
Material Type	=	E-reader
Location	=	Qatar Library - Circulation Desk
Output		4-Week Loan (Qatar equip)

4-Week Loan (Qatar equip) Output terms:

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 28 Days (4 weeks; uses Days unit of measurement)
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 110.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Overdue Fine : No Overdue Fine
- Grace Period : 3 exact days grace period
- Is Renewable : Not Renewable
- Closed Library Due Date Management : Move due time to next open time

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SCS

Summary: All items are loanable for 7 days. No requesting/booking.

Request

Items are not requestable.

Loan

Name	Operator	Value
User Group	In List	Continuing Ed & Prof Development, Graduate Student, Library Staff, Non-Tenure Line Faculty, Senior, Staff, Staff/AAP Retiree, Tenure Line Faculty/Emeritus Faculty, Undergraduate
Location	=	SCS Equipment
Output		7-Day SCS Equipment

7-Day SCS Equipment Output terms

- Is Loanable : Loanable
- Is Recallable : No Recall
- Due Date : 7 Days (Days unit of measurement)
- Lost Item Fine : No Lost Item Fine
- Lost Item Replacement Fee : 200.00 Lost Item Replacement Fee
- Lost Item Replacement Fee Refund Ratio : 100 Percent Lost item refund
- Maximum Fine : 70.00 Maximum Fine
- Overdue Fine : $25 / Calendar Day
- Grace Period : 5 Exact Days Grace Period (excluded from fine)
- Is Renewable : Not Renewable
- Closed Library Due Date Management : Move to next open day (same hour)

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