

TECHNICAL SUPPORT SERVICES

TOOL CRIB EQUIPMENT AND CHECKOUT POLICY

STUDENT CHECKOUT POLICY

The Tool Crib manages the lending of equipment to students using the **WebCheckout** system. All students are automatically assigned an account in the system when they register each semester. Currently enrolled students with a valid Otis ID and a completed **Checkout Agreement Form** may borrow equipment from any of the designated WebCheckout Centers during open hours. The Checkout Agreement outlines the terms and conditions of the transaction as well as the student's responsibility while using the equipment. Students are responsible for all fees, repairs, and/or replacement costs assessed on equipment borrowed under their WebCheckout account (see Equipment, below).

CHECKOUT PERIODS

Tool Crib equipment may be checked-out and returned according to the following schedule:

- Mon – Thurs: Equipment is due back 48 hours from point of check-out
Fri –Sat: Equipment is due back the following Monday (same time as checked-out)
(If the college is closed for a holiday, equipment is due back the next open weekday by 4pm)

Equipment is due promptly; **Late Fees** begin to accrue as soon as the equipment is past due in the system.

RENEWALS

Equipment may be renewed in person only, checkout renewals are not available by phone.

EQUIPMENT USE

The Tool Crib equipment inventory is regularly maintained and considered to be in working order. Students are responsible for inspecting equipment before they leave the check-out center. If any missing or damaged items are found, the student must notify the technician on duty and make note of the condition in the system. Access to some equipment is only granted to students in upper level advanced courses after proficiency using the equipment has been demonstrated to the shop technician.

Students who abuse checkout privileges may be forbidden to check out equipment or use the facilities.

REPAIR AND REPLACEMENT

Students are expected to return the equipment clean and in working order, and are responsible for all repairs or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by the service center, the borrower may elect to replace the equipment or pay its fair market replacement value as determined by recent *Sold* listings on eBay or Amazon marketplace. Replacements must be the same model and in equal or better condition than the original.

LATE FEES AND HOLDS

Fees begin to accrue as soon as the equipment is past due in the system. All Tool Crib equipment accrues a late fee of **\$1 per day per item**. A printed invoice will be provided from the WebCheckout System and payments may be made at the Business Office in Ahmanson Hall, Room 218. Holds on accounts will be removed once proof of payment has been provided to the relevant Tool Crib.

A **Checkout Hold** is automatically placed on the student's account once any equipment is overdue in the system. A Checkout Hold will prevent the student from borrowing equipment from any of the college's WebCheckout Centers. If any equipment is not returned, replaced, or repaired within 30 days of the original due date or by the last class meeting of the semester, a **Student Accounts Hold** is placed. When a hold is sent to the **Office of Student Accounts**, per the Student Enrollment Agreement, all grades, transcripts, and future enrollment may be withheld until the account for the current semester is paid in full. Please contact the Office of Student Accounts in Ahmanson Hall, Room 209 for questions regarding individual accounts.

FACULTY AND STAFF CHECKOUT POLICY

The Tool Crib manages the lending of equipment to faculty and staff (borrowers) using the **WebCheckout** system. Currently employed faculty and staff with a valid Otis ID and a completed **Checkout Agreement Form** may reserve and checkout equipment following the procedures outlined in the preceding student policy. The "Checkout Agreement" outlines the terms and conditions of the transaction as well as the borrower's responsibility while using the equipment. The borrower is responsible for all costs attributed to the repair or replacement of equipment used under their WebCheckout account.

Enrolled students working on class assignments have priority for use of equipment/facilities over faculty and staff working on personal projects. Faculty and staff found to have checked out equipment or reserved facilities for another person in order to offer access to a person not authorized by TSS will have their access revoked. TSS reserves the right to deny access of the facilities and/or equipment to any person who fails to abide by the above rules or whose actions compromise the safety of others or disrupts the communal use of the facilities or equipment.

REPAIR AND REPLACEMENT

The borrower is expected to return the equipment clean and in working order, and is responsible for all repairs or replacement costs resulting from damage during their use. Repair costs will be estimated by an approved Repair Service Center. If an item is lost or deemed irreparable by a service center, the borrower may opt to replace the equipment or pay fair market replacement value as determined by recent *Sold* listings on eBay or Amazon marketplace. The replacement equipment must be the same model and condition, or newer equivalent. A printed invoice will be provided from the WebCheckout system and payments may be made at the Business Office in Ahmanson Hall, Room 218.

HOLDS AND RECOURSE

Once any equipment is past due in accordance with the checkout time periods, a **Checkout Hold** is automatically placed on the borrower's account. A Checkout Hold will prevent the patron from making reservations or borrowing equipment at any of the college's WebCheckout Centers. If any equipment is

not returned, replaced, or repaired within 30 days of the original due date, the account will be considered **Delinquent**. * Faculty account delinquencies will be forwarded to the Provost's Office, and non-Academic Affairs Staff delinquencies will be referred to Human Resources. Non-payment of repair or replacement charges will be noted in the context of annual Performance Evaluations.

**It is not within the Tool Crib's purview to make exceptions to College checkout policies; Faculty may direct their concerns to the Provost's Office, and Staff to Human Resources, should the need arise.*