

Media Equipment

Conditions of Use

Media equipment is available to current Eastern Oregon University students for academic use. Students must show a current, valid EOU ID card with proof of registration of the current term. Students not registered for the current term will not be able to check out equipment.

Qualified student users are identified by faculty instructors on a list sent to the Circulation Supervisor. These identified students must have a signed Media Equipment agreement form provided by their faculty instructor or available at the Circulation Desk. A new form is needed for each academic year and will be kept on file in the library.

The Library reserves the right to charge for late, broken, or missing equipment. The Library will forward any charges to the Student Accounts Office.

The Library reserves the right to deny the use of equipment to anyone for reasons relating to academic or library account standing, equipment safety/security, appropriate use, or other justifiable reason.

Equipment Checkout and Check-in

Equipment can only be checked in or out from the EOU Library Circulation Desk during open hours (determined each term and posted).

A normal loan period is three days, however some high demand equipment may only be checked out for a single day at a time. Lesser-used items may be checked out for up to seven calendar days with instructor and library approval. No renewals are allowed. If extra time is needed, equipment must be checked in at the Circulation Desk in person, at that time it may be re-checked out, if not needed by other students.

Any equipment checked out on a Friday should be returned the following Monday. In case of a Monday holiday or other closure, the equipment should be returned the first business day following the weekend. If the closure is longer than seven calendar days, or if the equipment is on a restricted time list, a special reservation or exception will be required to keep the equipment checked out over the longer period of time.

During the academic term, equipment will be loaned out from the first day of the term until the end of Finals Week. Borrowing between terms will require a written exception from the class instructor. The Library staff will require written justification of the user's needs, a Faculty member's signature verifying the user's request, and a receipt or proof that the user has fully paid tuition for the following term.

Extended Loan and Program Priority Reserve

There may be some exceptions made to the normal loan agreement for up to 5 weeks or until the end of the term, whichever is shorter. Students are required to have written justification of their need for an extended loan, as well as a faculty member's signature.