

Projector Loan Agreement

**UMass Amherst students may borrow Multimedia Projectors for use in the Library.
By signing this agreement, borrowers agree to the following conditions.**

Borrowing

- Only UMass Amherst students may check out equipment.
- Valid UCard required. A second picture ID may also be requested.

Equipment Use

- Equipment for use exclusively in the W.E.B. Du Bois Library.
- Wireless access available on Lower Level, Entrance Level, and Floors 2 and 3.

Loan Periods

- 4 hours.
- No renewals.
- If other equipment available for checkout, borrowers may check out equipment again immediately.
- No reservations.
- Borrowers are responsible for equipment while it is checked out to them.
- No checkouts when Reserves/Media is closed.

Returns

- Return equipment to Reserves/Media Desk on Floor 3 of the W.E.B. Du Bois Library.
- Equipment checked out within 4 hours of closing is due back 30 minutes before Reserves/Media closes.
- **Hand** equipment to a staff member at the Reserves/Media Desk.
- Do not return equipment in Reserves/Media drop box or Library book return.
- After Reserves/Media closes, return equipment to Learning Commons and Technical Support Desk on the Library's Lower Level.
- Borrowers are liable for loss or damage to equipment, including loss or damage caused by putting it in the Library's book returns.

Fines and Fees

- Late fees are \$20.00 per hour or fraction thereof, up to a maximum fine of \$480.00.
- Non-refundable \$10.00 billing and \$15.00 processing fees are added to bills for fines and replacement costs.

Replacement Costs

- After 24 hours, borrowers will be billed for the replacement cost of the equipment.

Projector Replacement Costs (Sanyo PLC-XU56 Multimedia Projector)	
Total replacement cost	\$2200.00
Remote control	\$96.00
DVI/VGA cable	\$25.00
USB Mouse Control cable	\$25.00
AC power supply cord	\$10.00
Projector replacement lamp	\$395.00
Carrying case	\$50.00

Checklist for Projector Loans			
Checked out?	Item	Returned?	Condition
(Yes or No)		(Yes or No)	(Good or Damaged)
	Projector		
	Remote		
	DVI-VGA cable		
	USB cable		
	AC power cord		
	Projector lamp		
	Carrying case		

Please provide detailed information about any problems experienced with the equipment:

Projector number: **LibrProj** _____

Time checked out: _____ a.m./p.m.

Time returned: _____ a.m./p.m.

Borrower Check Out Signature: _____ Staff initials: _____

Borrower Check In Signature: _____ Staff initials: _____

I agree to the conditions of the loan, as stated in this agreement. I understand that I am responsible for the Projector while it is checked out to me, and that I am liable for any loss or damage to the Projector and its accessories. I agree to pay replacement costs and fines as set forth in the agreement, and I understand that any unreturned or damaged items will be subject to non-refundable \$10.00 billing and \$15.00 processing fees in addition to the cost of the replacement.

UCard library barcode # 2120660 _____

Student name (please print) _____

Signature _____

Date ___/___/___