BY CLICKING ACCEPT: The student understands that they are financially responsible and liable for any damages or missing equipment or components of said equipment. If equipment or components are damaged or missing the student will be charged via their student account to full repair and/or replacement cost. The student agrees to all statements listed below.

LOAN POLICY
- A valid Mizzou TigerCard of photo ID must be presented at the time of checkout
- All equipment is checked by the IT Program staff prior to leaving the Checkout Office and is verified as in good working order.
- A wait-list will be kept for various items throughout the semester based on demand. You may place a reservation to pick up an item on a specific day that we are open. If you fail to pick that item up at the specified time, your name will be removed from the list and the next person in line will have access to it.
- Borrowers are allowed to have one camera and/or one laptop checked out at a time, unless special permission is provided by the managing faculty member of IT Checkout (not the course instructor; a message must be sent by the instructor to the managing faculty member for any approvals to be made). Multiple cameras may be checked out with approval from an approved IT Program instructor.
- The borrower is responsible for copying and/or saving any data from the camera before returning it. Media cards and hard drives in laptops are always formatted after return.
- Failure to comply with policy may result in revocation of borrowing privileges and/or fines at the discretion of the checkout office or the managing faculty member.
- Equipment must be returned in person, by the original borrower. Do not drop off equipment and leave before it has been checked in. You are responsible for it.
- The borrower will not leave equipment unattended for any length of time, or loan it to another person.
- Tampering with or modifying equipment is not allowed in any form. This includes laptops (changing RAM, or making any hardware modifications). This also applies to modifications to supplied operating systems (without approval from the governing faculty member). If equipment is not functioning properly, read the manual. If you are still having issues, send the checkout office a DETAILED email at checkoutout@missouri.edu.

LATE RETURN POLICY
- Returning equipment late will result in a strike. Receiving three strikes will result in revocation of checkout privileges. Any equipment needed for course assignments will the responsibility of the student.
- Equipment rentals must be returned at the defined due date and time. There is a 15 minute “grace period”. Equipment that is returned late will be assessed a $30 late fee. Every 24 hours that passes, a doubled fee will be ADDED to your previous fee. This will continue until the equipment has either been returned, or the replacement price has been reached.
• Extensions ARE allowed. However, you MUST email your instructor for permission, who will, in turn, notify the checkout desk. You may NOT show up at the checkout office to ask for an extension, as checkout staff ARE NOT AUTHORIZED to provide extensions. These extensions must come at least one hour prior to your equipment due date and time.
• Items not returned within 14 days, with no contact with faculty or staff, will be considered stolen and reported to the proper authorities, as well as the registrar.
• In the event that the student fails to return the rented equipment, in part or in whole, by the last day of final’s week, not only will they be charged the full replacement cost of the equipment, but a hold on all semester grades will be placed until payment is received. Extensions may only be granted within 3 days prior to the last business hour of final’s week (Tuesday, by 5pm). No exceptions will be made.

**DAMAGE/LOSS POLICY**

• Borrowers are financially responsible for all lost or broken equipment. It does not matter if you are not directly responsible for the loss or damage. The rented equipment is under your watch, and thus, you are responsible.
• Replacement and repair costs will be assessed accordingly with a minimum cost of $50; however, it can cost up to $8000 or more. The item of concern will be priced accurately and fairly based on current availability, market price, and equivalencies if the item is no longer available or dated.
• Condition of equipment will be recorded each time the item is checked in and out. This protects both the IT Checkout and the student from he said / she said arguments. It is the student’s responsibility to verify that the equipment is in good working order during the checkout process, beyond that which the checkout staff is required.
• Equipment that is damaged or lost must be replaced within 30 days of the reported loss, or the check-out due date. Extensions may be granted by the managing faculty member.

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