

Media Cart Equipment Loan Policies and Procedures

Himmelfarb Library loans various pieces of equipment to support curricular development and activities in the GW School of Medicine and Health Sciences (SMHS), Milken Institute School of Public Health (GWSPH), and School of Nursing (SON).

Equipment for Loan

Through our loan service, faculty, staff, and students can request the use of the following items:

- Canon digital camcorders
- Canon camcorder tripods
- Dell Latitude laptop computers*, with the following software installed:
 - Adobe Audition
 - Adobe Captivate
 - Adobe Creative Suite
 - Adobe Dreamweaver
 - Camtasia Studio
 - Pinnacle Studio Ultimate Collection
- Olympus digital voice recorders
- Computer headset headphones with microphone
- Logitech HD Pro webcam kits (includes tripod and USB extension cable)

***Usage Restrictions for Dell Latitude Laptop Computers**

Laptops are primarily reserved for faculty in the development of curricular materials, and/or for use of specialized software (listed above) that is not available on their desktop PCs. Students who need access to this software for use off-campus may also inquire about reserving a laptop.

Laptops may not be borrowed for study, presentation, or general office productivity purposes.

Eligible Borrowers

The Loan Service is available to all faculty, staff and authorized students of the SMHS, GWSPH and SON.

Loaner iPads (iPad Air)

Six iPads are available *exclusively for loan* to medical students who've lost or damaged the iPad they were issued by the School of Medicine and Health Sciences.

Picking up Requested Equipment

Equipment is available for loan:

- Mondays through Thursdays, 9:00am to 8:30pm
- Fridays, 9:00am to 5:30pm
- Sundays, 12:00noon to 8:30pm

Pickup and borrowing of equipment is not available outside of these hours.

Borrowers should come to the Bloedorn Technology Center (BTC) Help Desk, third floor of Himmelfarb, to pick up reserved equipment. They then take the equipment to the first floor Circulation Desk to be checked out.

Borrowing Terms of Use

A valid GWorld ID card is required for all equipment loan transactions, and equipment may not be secured for personal use or loaned to any individual, organization or institution not primarily affiliated with the GW SMHS, GWSPH, or SON.

Loan Period

Terms of the loan agreement allow for equipment use for one (1) week. The loan period must not exceed one (1) week without prior written permission from Himmelfarb Library Technology Staff.

All equipment must be returned in timely manner in an effort to accommodate as many requests as possible.

Requests and Distribution of Equipment

All equipment is reserved on a first come, first served basis. All requests for equipment must be received 48 hours (2 working days) in advance of the planned activity. Advanced reservations are strongly recommended to ensure equipment availability.

All equipment must be returned by the specified due date. Should the need arise to retain an item longer than anticipated, please notify our office as soon as possible to request an extension to the loan agreement. Himmelfarb will make every attempt to accommodate the request if additional resources are available.

All equipment should be returned directly to John Lopez or Catherine Sluder, 3rd floor of Himmelfarb during the following hours:

Mondays – Thursdays: 9:00am-8:30pm

Fridays: 9:00am – 5:30pm

Sundays: 12:00pm – 8:30pm

Should John and Catherine both be unavailable, please then return equipment to the Circulation Desk, 1st floor of Himmelfarb.

Equipment Maintenance

In an effort to maintain quality assurance standards for the library's equipment, all unauthorized software, information, or documents left on equipment is subject to deletion upon return.

Damaged Equipment

If equipment is damaged during the loan period, the responsible person and/or department will be responsible for all costs/fees associated with repairs or replacement.

Missing Equipment/Cables

Borrowers are responsible for the on-time return of equipment and all associated cables/cords/remotes. Borrowers will be billed for the cost of replacing and processing any items not returned.

Stolen Equipment

If you suspect that a piece of equipment may have been stolen, please call Campus Police at (202) 994-6110 and John Lopez, Himmelfarb Data Technician, at (202) 994-2857 immediately.

Rates and Fees

Currently there is no charge for use of borrowed equipment.

To Make a Reservation, or to Get More Information

To reserve an item, or to learn more about the library's equipment loan service, contact John Lopez, Himmelfarb Data Technician, at (202) 994-2857. You may also email him at jlopez@gwu.edu.

(3/23/2015)