

Oregon **TECH** Libraries

You have checked out equipment from the Oregon Tech Portland metro campus library. Here is some information you need to know.

The Oregon Tech Portland Metro campus library has a variety of equipment available for students to borrow. This includes oscilloscopes, function generators, power supplies, multimeters, anemometers, LCR meters. Calipers, small tool kits, and a variety of other items. Visit the Oregon Tech Library on the 4th floor of the Portland metro campus to checkout equipment. **Most equipment is available for 7 day checkout.** Equipment may not be renewed.

Borrower Agreement:

When borrowing equipment, the borrower agrees to the following:

- Equipment must be returned in the same condition in which they were borrowed.
- Borrower accepts full responsibility for the equipment and accessories and understands that the bundle is borrowed in their name.
- Borrowers are financially responsible for equipment and equipment accessories that are damaged, lost, or stolen. **Replacement fees of up to \$4000 will be assessed along with processing/overdue fines.**
 - Fees vary by item. To learn the exact replacement fee for the equipment borrowed contact the library at 503-821-1260
- Never leave equipment unattended.
- Equipment must be returned in person and handed to a library staff member at the library.
- Report any malfunctions at the time the equipment is returned.
- That failure to comply with any of these rules and guidelines will result – at a minimum - in the loss of the privilege to borrow from the Libraries.

FAQs: What happens if equipment is returned late?

Bad things.

Late equipment is subject to a fine of **\$20.00 per hour, for any fraction of the hour late.** This policy is to encourage users to return equipment on time and to allow the library to honor reservations made by other users. Users who repeatedly return machines late may be blocked from checking out equipment.

Wait - \$20.00 per hour for any fraction of the hour late?

Correct. This means that if equipment is due at 8:00 am and returned to the desk at 9:05 am, a \$40.00 fine will be assessed via the university's Cashiers office because the second hour has started

What about fine appeals?

If a borrower wishes to appeal a fine, they can contact dawn.lowewincentsen@oit.edu.