

Pfau Library Audio/Visual Equipment Lending Policy

Eligibility: All equipment is the property of CSUSB Libraries. Equipment lending is available to currently enrolled students, staff, and faculty with a valid Coyote ID and a library account in good standing.

Borrowing Guidelines

- Equipment must be requested through OneSearch:
 - From the [Equipment Lending](#) webpage, choose a category of equipment.
 - Find the specific item you want.
 - Click **“Check availability of...”** This takes you to the OneSearch record for the item.
 - Click **“Sign in to see request options...”** if you haven’t already.
 - Sign in with your Coyote ID.
 - Then click **“Request this item for pickup”** and **“SEND REQUEST”**.
 - Wait for an email to your Coyote email address with specifics about the pick-up and drop-off procedure.
- After checking out equipment, all borrowers receive an email confirmation of their loan with the due date.
- All equipment will be due back during Library hours.
- All equipment must be returned to the Check-Out Desk.
- Equipment may be renewed only once for the loan period designated per equipment type. Renewal must take place before the due date, [online](#) or in person.
- Borrowers are solely responsible for equipment during the check-out period, including damage, loss, and theft.
- Borrowers may only check out one of each type of device at a time.
- Borrowers may not redistribute equipment to any other person(s).

Penalties and Fees

- Loss of equipment will result in charges equivalent to the estimated replacement cost.
- Damage to equipment and/or peripherals will result in a charge to cover repair or replacement cost.
- Unpaid late fees and/or damage/replacement cost fees that exceed \$50.00 will result in your library account blocked from further borrowing until payment received.

Equipment Type	Loan Period	Late Fee	Replacement Cost (est.)
Camcorders	3 days	\$10/hr.	Up to \$300
Cameras	3 days	\$10/hr.	Up to \$900
GoPros	7 days	\$10/hr.	Up to \$300
Lighting Kits	3 days	\$10/hr.	Up to \$1000
Tripods	3 days	\$10/hr.	Up to \$120