

# Art+Design Checkout Window - Agreement Terms for Loans

School of Art + Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. Room 236 is the Checkout Window and is the place to obtain equipment loans and to make reservations.

## Facilities Access

- Facilities Access grants access to equipment at the Art + Design Checkout Window, Computer Labs, and Digital Output Lab
- Access to additional facilities such as the 3D Fabrication Labs (Shops), Darkroom, and Noble Ink Lab require specific course enrollment and additional safety training
- Facilities Access is granted on a per semester basis and can be obtained through:
  - **Course Enrollment:** if you are enrolled in a course with an associated Facilities Fee you are automatically granted facilities access. Your account is billed mid-semester
  - Not every Art and Design course has an associated Facilities Fee - therefore - not every art student has access to facilities and resources
  - **Independent Access** is available to any currently enrolled UIUC student, who wants to use Art and Design resources, but is not currently taking a class with an associated Facilities Fee. You may go to the School of Art + Design website <go.illinois.edu/artSUPPORT> to request Independent Facilities Access
- You may not use another person's account and you cannot authorize anyone to use your account or access privileges
- The University's *Policy on Appropriate Use of Computers and Networks Systems* is enforced at the School of Art + Design Laboratories <<http://cam.illinois.edu/viii/VIII-1.1.htm>>
- Facilities and resources managed by the School of Art + Design are subject to video surveillance
- The Facilities fee is non-refundable, including in situations where access or privileges have been revoked

## Checkout Window Use

- **YOU MUST PRESENT YOUR i-Card FOR ALL TRANSACTIONS AT THE CHECKOUT WINDOW** This includes reserving, picking up, and returning equipment and keys
- When returning items, be sure to stay at the Window until the assistant identifies your returns and checks them in to avoid having items remain as your responsibility
- You are liable and solely responsible for any loan item or resource you use or borrow from the School of Art + Design. The University does NOT insure these items
- You will be assessed a LATE CHARGE per day for each item not returned on time, or in a condition to be checked out to another patron.
- You will be charged replacement value for broken items and items that are late by more than 30 days
- Equipment loan durations and return times vary according to the item - it is your responsibility to know when items are due - ask the Checkout Window assistant
- **MOST ITEMS HAVE A MAXIMUM CHECKOUT TIME OF THREE DAYS.** However, some items may be available for shorter or longer term loans
- Room and studio keys, chemical lab and darkroom equipment and scanner holders are examples of items that must be returned on the same day they are loaned
- There are no renewals. You must return your item at the end of your checkout. If a similar item is available, you may check it out
- Studio and room keys must be returned 15 minutes before closing time
- Please consult with your instructor and learn the potential dangers of the studio equipment before attempting a session
- The School of Art + Design is not liable for damage to a user's personal equipment, materials or supplies for any reason
- A+D labs cannot be held liable for lost time or the unavailability of malfunctioning equipment (laboratories, processors, printers, studios, equipment, etc.)
- If you encounter problems in the studios or with equipment: report it immediately to the Checkout Window assistant for possible solutions
- Lab personnel will answer your technical questions to the best of their ability or may refer you to your instructor, a staff member or other informational resources, The School of Art+Design, staff and assistants cannot be held liable for the consequences or the outcome of suggested solutions to questions or problems
- **YOU MUST RESPECTFULLY COMPLY WITH THE REQUESTS OF THE LAB ASSISTANTS AND STAFF**

## Agreement Terms for Loans and Use of Resources and Equipment

By checking out or using Art+Design resources or equipment, I agree to the loan terms and conditions stated above and below. I understand this agreement is binding for all equipment and resources I use or checkout.

1. I agree that I am fully and financially liable for the repair or current replacement value of any equipment damaged or not returned.
2. I understand that neither the School of Art + Design nor the University of Illinois have insurance to cover damage or loss of resources loaned to me.
3. I agree to use each item only for educational pursuits and class assignments and for no other purpose.
4. I agree that I will use each item properly and only in the manner for which it was designed and  
*I have received adequate training and instruction on how to operate the equipment or resource before attempting to use it.*
5. I will examine each of the items I receive before leaving the Checkout Window and I will make sure they are in good operating condition.  
*After leaving the Checkout Window area, I understand that I become liable for any unreported damage or missing parts.*
6. I agree to return each item by the specified time and due date and understand I can be charged when items are returned late.
7. I agree to keep and use items in a safe manner and I am completely responsible for them at all times.
8. I hold the University of Illinois, the School of Art + Design and its employees not liable from any and all claims arising from my use or possession of items loaned to me by the School.

Failure to comply with any policy may result in the loss of Facilities access and privileges

<input type="text"/>	<input type="text"/>	<input type="text"/>
name (printed)	UIN	netID
<input type="text"/>	<input type="text"/>	<input type="text"/>
signature		date