

Dear Parents:

As a student at The Indiana Academy, your child may need to borrow digital equipment from the Educational Technology and Resources Collection at the University Libraries. In order for your child to do so, we require a signed form which will be kept on file to ensure that parents and students acknowledge the circulation procedures and responsibility for overdue fines and replacement costs.

**Equipment Overdue or Lost:**

The Reserve Fine Policy applies to all 4-day and 6-hour circulating equipment:

Fines will be assessed for overdue equipment at the rate of **25¢ per barcoded item per hour**, to a maximum of $24.00. If equipment is not returned within 7 calendar days after the date due, it will be declared lost, and the borrower will be assessed the current replacement cost of the item in addition to the overdue fine. Equipment borrowed from the University Libraries remains the property of the University Libraries even after a replacement cost is assessed and paid.

Multiple barcoded items are associated with each type of equipment. Therefore, **maximum reserve overdue fines** will be assessed per the following examples:

|  |  |
| --- | --- |
| Lenovo Laptop | 2 barcoded items @ $24 each = **$48.00** |
| MacBook | 2 barcoded items @ $24 each = **$48.00** |
| Data Projector | 2 barcoded items @ $24 each = **$48.00** |
| Labtec PC mic | 1 barcoded item @ $24 each = **$24.00** |
| Headphones | 1 barcoded item @ $24 each = **$24.00** |
| Tripod  | 1 barcoded item @ $24 each = **$24.00** |

For fines on equipment not listed, inquire at the Educational Technology and Resources Collection circulation counter (285-5340). The full fine and cost policy for the University Libraries can be found here: <http://cms.bsu.edu/-/media/WWW/DepartmentalContent/Library/LibraryGeneral/pdfs/FineCostPolicy.pdf>

**Please bring the completed form below to the Educational Technology and Resources Collection counter on the lower level of Bracken Library.**

Your signature and the signature of your child are required below in order to check out digital equipment from the University Libraries. These permissions, granted upon completion of this form, will be valid for the duration of the academic year (August to May). By signing, you and your Indiana Academy student acknowledge that you are aware of the fine and cost policy related to digital equipment and agree to be responsible for any fines or fees associated with borrowing items in that collection.

Student Signature

Print Name

Indiana Academy ID Number

Parent Signature

Print Name

Date