

Nursing Skills Lab Lending and Fine Policies for ACC Faculty & Staff

Circulation Policies

Maximum Checkout: No borrower may have more than a total of 5 items checked out at one time.

Maximum Items Overdue: If a borrower has 1 or more items currently overdue, further checkout will not be allowed until all items are returned.

Overdue Notices: As a matter of courtesy, a first overdue notice will be sent when an item is overdue. A final notice will be sent approximately four weeks from the due date. Notices are sent to the email address provided by the faculty/staff. Faculty/Staff are responsible for maintaining a current email address with the Nursing Skills Lab.

Overdue items will be charged a fine of \$1/day/item.
Maximum fines per item: \$28

Items Faculty/Staff Cannot Check Out:

- Equipment intended for student's skills practice.

Charges for Lost or Damaged Items

- Items will be presumed lost if not returned within 4 weeks from the due date. Borrowers will be responsible for all overdue charges after 4 weeks regardless of whether the item is eventually returned.
- If an item is damaged, a repair fee may be charged for the item.
- If an item is lost or irreparably damaged, charges include
 - The replacement cost, plus
 - Any overdue fines accrued.

Note: If material is overdue more than 4 weeks and/or fines are not paid,

- Borrowers will be barred from further checkout from the Nursing Skills Lab;

QUANTITY	MODEL NUMBER /ASSET TAG	EQUIPMENT DESCRIPTION/ SERIAL NUMBER

Faculty/Staff Information:

First & Last Name (print) _____

Email Address _____

Phone Number _____

All information provided is current and valid. I have read the above and agree to the conditions specified.

Faculty/Staff Signature: _____

Lab Personnel Signature: _____