Center for Academic Technology (CAT) Lending Library Policies

General

- CAT’s Lending Library is available to Butler University faculty and staff.
- Loans are available for up to a two week period.
- Renewals and extensions may be available on a case-by-case basis, upon request.
- Equipment for student checkout is available at the Information Commons desk in Irwin Library and from the IT Help Desk.
- The CAT Lending Library does not loan charging or adapter cables individually. Faculty and staff can connect with the IT Help Desk to request loans of cables.
- We reserve the right to limit or suspend borrowing privileges for non-compliance with CAT Lending Library Policies.

Extended Loan Periods

- In special cases, and by special arrangement, it is possible to borrow equipment beyond the normal two-week loan period.
- Faculty or staff who need equipment beyond the normal two-week loan period may submit a request through the Google Form at: [http://tinyurl.com/onnxb7z](http://tinyurl.com/onnxb7z)
- We will request the following information:
  - Name of faculty or staff person using the equipment
  - Name of faculty or staff person responsible for the equipment, if different than user
  - What/how the equipment will be used
  - Reason for extended loan period
  - Requested check out/in dates
- Please allow a minimum of two weeks’ notice for extended loan period requests. We do our best to accommodate all requests, but we cannot guarantee availability of equipment with shorter notice.

Late Returns

- Items are often requested by other faculty and staff. The timely return of all items allows us to honor the greatest number of requests possible.
- Borrowers will receive reminder e-mails before the loan period ends.
- In the event an item is not returned within the agreed-upon loan period, we will engage in the following process:
  1. E-mail contact
  2. Telephone contact
  3. E-mail to supervisor, Associate Dean, or Dean
  4. Telephone call to supervisor, Associate Dean, or Dean
  5. Last resort: report to Student Accounts for the replacement value of unreturned items.
- Excessive and repeated tardiness may result in the suspension of borrowing privileges.

Lost, stolen or damaged equipment

- Replacement of lost or stolen equipment is the responsibility of the borrower or the borrower’s department. We will make every effort to recover missing items and expect borrower’s to do the same.
- The cost of repair to damaged equipment is the responsibility of the borrower or the borrower’s department. In these cases, CAT will work with the borrower to find the lowest-cost repair available.
CAT LENDING LIBRARY POLICIES

Class sets
- Class sets are available to faculty members, pending the availability of the requested items.
- Class sets may be available for a loan period of up to a semester.
- In order to help CAT balance the available resources, we request as much notice as possible.
- As part of the loan of class sets, we highly encourage faculty members to meet with CAT Staff – Academic Technology Specialists, in particular – to discuss their goals for the loan period.
- Interested faculty members can make a loan request through the Google Form at: http://tinyurl.com/qzqo3fq
- We will request the following information:
  - Requested equipment
  - How the equipment will be used
  - Goals for the loan period
  - Length of time requested – start and end dates
  - Any apps that will be downloaded to the devices – plans for doing so
    - Note: paid apps may need to be purchased by the faculty member or academic department
  - Will the devices be taken off campus?
  - Available times to connect with CAT Staff to discuss pedagogical use, technology questions and any other project questions.
- All equipment will be checked out to the faculty member.
- To ensure accurate tracking and proper responsibility in cases of lost or damaged items, all students using the items will complete a Student User Agreement with Name, Contact Information, BU ID Number, Barcode and BUTag of the device they are assigned.

Student Workers
- A faculty or staff member may check out materials for use by a student worker (e.g. grad student, intern, etc.) working with them on a project.
- In these cases, all equipment will be checked out to the faculty or staff member, who will be responsible for any damage or loss of equipment.
- Faculty or staff member can make a loan request through the Google Form at: http://tinyurl.com/malz2o9
- We will request the following information:
  - Requested equipment
  - Student name and contact information
  - Student purpose – brief description of project
  - Length of time requested
  - Requested check out/in dates

Butler University Affiliates
- If a Butler University Affiliate (as defined by Butler Human Resources and IT at http://www.butler.edu/information-technology/accounts-passwords/eligibility-requirements/) wishes to borrow items from the Lending Library, they must have a faculty or staff member sponsor the loan.
- Items will be checked out to the sponsoring faculty or staff member.
- Faculty or staff sponsors can make a loan request through the Google Form at: http://tinyurl.com/malz2o9
- We will request the following information:
  - Requested equipment
  - Affiliate name and contact information
  - Purpose – brief description of project
  - Length of time requested
- To ensure accurate tracking and proper responsibility in cases of lost or damaged items, all affiliates using the items will complete an Affiliate Student User Agreement with Name, Contact Information, BU ID Number, Barcode and BUTag of the device they are assigned.