

Hardware and Technology Loan Policy

- Checkout limited to current Emory students, faculty, and staff.
- Items on 3-day loans can be renewed once for a maximum of 6 days.
- Items on 6-day or 3-hour loans cannot be renewed.
- After the renewal period, all materials must be returned to the library and cannot be immediately checked out again.
- Patrons are responsible for covering the cost of replacing/repairing damaged equipment. When checking out the equipment, the patron agrees that the equipment is in proper working order without major cosmetic or functional damage. Staff will inspect the item upon return, and the patron will be responsible for the cost related to any damage on the item.
- Overdue materials accrue fines beginning the moment they are overdue.
- Fines:
 - Laptops: \$5 per hour
 - Accessories: \$1 per hour
- Materials are marked LOST (i.e., subject to replacement fees) once they are 72 hours overdue.
- LOST fees are determined by current replacement cost; as of 2019, this is up to \$2000 for most laptops.

Revised Date: 2022-03-28