

## Borrowing books, cameras, and other items

### Unreturned Materials

It is expected that all borrowed print and AV materials be returned in good condition and on time. If an item is not returned on time, the value of the lost item will be assessed to the student's tuition. If an item has been returned after the cost has been assessed, a refund will be given. Seniors must return all materials or pay for lost materials in order to graduate.

### Checking Out AV Equipment

While the library offers numerous print materials for students to check out, we also offer AV equipment including digital video cameras, digital still cameras, camcorders, etc. Please read below for the policies and procedures for checking out equipment:

- If possible, try to reserve the equipment ahead of time so we can add it to our schedule, and have it ready for you to pick up.
- If you're planning on taking the equipment off campus overnight, you will need a parent to sign and date the "Equipment Request Form," which you can print from below (Equipment checkout form follows this page) or pick up from the library.
- Equipment that is being used off campus overnight needs to be returned to the LMC by 7:30 AM the following day.
- Equipment that is being used within school needs to be returned to the LMC by 3:30 PM of the same day it is checked out.

**Equipment Request Form  
Hill-Murray Library Media Center (LMC)**

**To:** Parent/Guardian of

\_\_\_\_\_

**From:** Mrs. Rolnick, LMC Director

**RE:** Use of school media equipment

\_\_\_\_\_ has my permission to check out  
and use

\_\_\_\_\_, # \_\_\_\_\_ for a school project.

I understand and agree to the following:

- I am responsible for any damage to the equipment, including replacement, if repair is not possible (School insurance will not cover equipment off campus).
- All equipment borrowed for after-school use is to be returned to the LMC by 7:30 AM of the following day.
- Equipment is to be used for activities related to Hill-Murray class assignments.
- Personal use is not allowed.
- Hill-Murray LMC staff reserves the right to refuse loan of equipment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_