

Equipment Check-Out Policy and Procedures

SDS has a variety of special equipment used by students for the purpose of academic access. For students who do not have their own equipment, SDS will provide appropriate auxiliary aids to eligible students on a loan basis per semester. SDS does not provide individually prescribed devices or items of a personal nature.

SDS requests that you check out only what you need and what you will realistically use. Please keep up with the equipment, handle it with care and return it as soon as you have finished with it. Such cooperation extends the utility of the equipment and allows more students to benefit from this service.

Students who borrow equipment must do so in accordance with the following policies and procedures:

1. You must personally sign a check-out sheet for the specific equipment you borrow each semester or each time you borrow it.
2. You must sign the check-in section on the original check-out sheet when you return the equipment as a record of your return.
3. All equipment must be returned by the last day of final exams each semester in order for us to inventory the equipment at the end of each semester. If you should need the equipment during semester break for legitimate academic reasons, you must bring it in to be checked and renewed.
4. If the equipment is not returned by the last day of final exams, SDS will notify the Bursar's Office to charge your account with the replacement cost of the item. This amount will remain as an outstanding balance until the equipment is paid for or returned to SDS.
5. Likewise, if the equipment is lost or damaged, you are responsible for the current replacement cost or repair cost. This fee will reflect as an outstanding balance on your account until it is paid. Outstanding balances can result in your grades and registration being placed on hold.

Thank you for your cooperation in adhering to the equipment check-out policy and procedures.

I have read and understand the equipment check-out policy.

Print Name

Signature

Date