



Policy Name: Equipment Use

Department: King University Libraries

This policy applies to:

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Approved By: Erika Brammer, Dean of Library Services

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Document #:

King University Libraries maintains a collection of audio-visual and media equipment to

1. Support the academic and instructional needs of the University
2. Support the recreational needs of faculty and students

Equipment covered under this policy is the property of King University Libraries and may not leave campus without permission from the Dean of the Libraries.

Checking Out Equipment

Faculty, staff, and students may check out equipment. Certain types of equipment may be subject to restrictions for student check out (See below for definitions). Community Borrowers and those unaffiliated with King University do not have borrowing privilege for any equipment.

Equipment can be checked out at time of need or by making a reservation. Reservations are recommended for most types of equipment (See below for definitions) and can be made by contacting the library by phone, email, or in-person.

Faculty and Staff may request an extended check out period for items with a 24 Hour default period.

Library Staff can provide instruction in the use of equipment in the collection and can assist with equipment delivery/setup if provided with advanced notice.

Types of Equipment

Equipment	Default Check Out Period	Faculty/ Staff Use	Student Use	Location	Library Building Use Only	Reservation Recommended	Fines if Overdue
Anatomy Models	2 Hours	X	X	Bristol	X		\$.25 per hour
Camera Tripods	24 Hours	X	X	Bristol Kingsport Knoxville		X	
CD Player	24 Hours	X		Bristol		X	
Camera-Digital	24 Hours	X	X	Bristol		X	

Camera – Digital Video	24 Hours	X	X*	Bristol Kingsport Knoxville		X	
Camera-Web	24	X		Bristol			
Charger-Multidevice	2 Hours	X	X	Bristol	X		
Easels	24 Hours	X	X	Bristol Kingsport		X	
Headphones	2 Hours	X	X	Bristol Kingsport	X		
LCD Projectors	24 Hours	X	X*	Bristol Kingsport		X	
Projection Screens	24 Hours	X		Bristol Kingsport		X	
Whiteboard Easels	24 Hours	X	X	Bristol		X	

*Student organizations may borrow these types of equipment via the Faculty/Staff sponsor for the organization.

In addition to the equipment above, the library has permanent specialized equipment for use in the building.

Equipment	Bristol	Kingsport	Knoxville
TV w/DVD Viewing Station	X	X	
Laminating Machine	X		