Policy Name: Equipment Use
Department: King University Libraries
This policy applies to:
Written/Revised By: Emily Krug
Approved By: Erika Brammer, Dean of Library Services
Date Approved or Revised: 2/20/2017
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

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Default Check Out Period</th>
<th>Faculty/Staff Use</th>
<th>Student Use</th>
<th>Location</th>
<th>Library Building Use Only</th>
<th>Reservation Recommended</th>
<th>Fines if Overdue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy Models</td>
<td>2 Hours</td>
<td>X</td>
<td>X</td>
<td>Bristol</td>
<td>X</td>
<td></td>
<td>$.25 per hour</td>
</tr>
<tr>
<td>Camera Tripods</td>
<td>24 Hours</td>
<td>X</td>
<td>X</td>
<td>Bristol, Kingsport, Knoxville</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CD Player</td>
<td>24 Hours</td>
<td>X</td>
<td></td>
<td>Bristol</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camera-Digital</td>
<td>24 Hours</td>
<td>X</td>
<td>X</td>
<td>Bristol</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Bristol</th>
<th>Kingsport</th>
<th>Knoxville</th>
</tr>
</thead>
<tbody>
<tr>
<td>TV w/DVD Viewing Station</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Laminating Machine</td>
<td>X</td>
<td></td>
<td></td>
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</tbody>
</table>