Equipment Checkout Policies – Gregg Technology Center (GTC)

For Faculty, Staff and Students

- Equipment available for checkout is for EIU faculty, staff and students only.
- Equipment to be checked out is for classroom use, assignments, or University business only. Equipment may not be checked out for personal use.
- A current/valid Panther Card will be needed for check out and check in of equipment. You must present it at the time of check out, and check in. If you do not have your Panther Card you will not be allowed to check out/check in items. Students’ failure to present your Panther Card when checking in items could result in late fees.
- Late fees apply to each item that is checked out by a student. Fees are documented in the “Item Checkout Agreement” that is signed at the time of checkout. Please read the agreement carefully and make note of the fees prior to signing.
- You are responsible for all items that are checked out. If items are lost or damaged you will be financially responsible to replace or repair the items.
- Students may only checkout 1 camera (digital or video) at a time. If more than 1 camera is needed you must bring a signed form from a faculty member or the faculty member must checkout the items.
- Each item that is available for checkout has a time limit. Students requiring an extension must provide a signed form from a faculty member or department head.
- Items can only be checked out during the following hours:
  - Monday – Thursday 12pm-8:00pm
  - Friday – 12pm-5:00pm
  - Saturday – 9:00am-12:00pm
  - Sunday – 2:00pm-8:00pm
- Equipment is not available for checkout by students when classes are not in session unless they have a signed form from a faculty member or department head.
- Instructional videos for the equipment are available in the GTC or can be found at:
  http://www.youtube.com/user/catsEIU#grid/user/C377F3C5D2040483