

Gardner-Harvey Library
Library Reserve Equipment Information & Policies
Updated: 6/7/13

Library Reserve Equipment Borrowing Information

Library Reserve Equipment is available to all Miami faculty, staff, and students in good standing.

A patron's Library Reserve Equipment borrowing privileges will be revoked if they accumulate, equal to or greater than, \$100.00 in equipment-related library overdue or replacement charges within any 2 year span. At library staff discretion, Library Reserve Equipment borrowing privileges may be revoked at any time, if warranted.

Whether in person, over the phone, or otherwise, with Kindles being the only exception, Library Reserves cannot be renewed.

Laptops, iPads, FLIP Cameras, and Digital Cameras returned to the InfoDesk may be immediately checked out again, at staff discretion, if 5 or more of the same, or a similar, item are currently available. If fewer than 5 of that, or a similar, item are available, the item may not be checked out again at that time. The patron will need to wait until the next calendar day to check out that, or a similar, item again.

A patron may not check out more than one of each item type. Example item types are: Computing Device (Laptop, iPad, etc.); Camera (Digital Camera, Digital Video Camera, FLIP Video Camera, Digital SLR, etc.); and E-Reader (Kindle, iPad, etc.).

Regardless of unforeseen circumstances, it is a borrower's responsibility to return Library Reserves when due.

Patrons will be charged, up to and including total replacement costs, including all overdue charges and any processing fees, for lost, stolen, or damaged Library Reserve Equipment.

In addition to being hazardous to the health of library staff and other library patrons, thirdhand smoke is detrimental to electronics. Library Reserve Equipment returned with thirdhand smoke contamination is considered damaged, and the borrower may lose Library Reserve Equipment borrowing privileges and/or be charged an amount determined by library staff up to and including total replacement costs and any processing fees.

Overdue Charges for Library Reserves

2 hour = \$2.50 for the first hour and \$.75 per hour thereafter to a maximum of \$24.25.

1 day = \$2.50 per day to a maximum of \$15.00.

3 day = \$2.50 per day to a maximum of \$15.00.

7 day = \$2.50 per day to a maximum of \$15.00.

21 day = \$2.50 per day to a maximum of \$15.00.

10 days after the maximum overdue charge is reached, the borrower will be billed for the entire replacement cost of the item, including the maximum overdue charge, along with a processing fee.