

Equipment Check-out Policies

Laptops, Power Cords & Computer Mice:

- Circulate only to current Seabury-Western and Garrett-Evangelical students, faculty and staff upon presentation of a current borrowing card.
- The check out period is **3 hours**. There is a \$1.00/hr late fee
- Laptops are for use within the MAIN Garrett building only.
- **Laptops do not check out overnight.**
- Patrons checking out a laptop must fill out and complete a Laptop Borrower's Agreement.
- Files are automatically deleted upon return of laptop.

Headphones:

- The check out period is **3 hours**. There is a \$1.00/hr late fee.
- Headphones are for use within the MAIN Garrett building only.
- Headphones do not check out overnight.

Video Camera:

- Available for 3 day checkout.