

# Mann Library Equipment Policies\*

## Loans

- **Hours of checkout availability:** **NO CHECKOUTS AFTER 10PM, OR WITHIN 1 HOUR OF CLOSING TIME** (whichever is earlier). For Fall/Spring semesters, generally 8am -10pm Mon-Thurs, 8am -5pm Fri, 12pm -5pm Sat, 12pm -10pm Sun.
- Patrons must have a **valid Cornell ID** (equipment is available to Cornell students, staff and faculty only –no proxy or privilege card holders).
- **Maximum loan period is 4 days** (including renewals). **Renewal requests** can be made in person, by phone at 255-3296, or email at [mann-equipment-1@cornell.edu](mailto:mann-equipment-1@cornell.edu). Requests should be made as far in advance as possible (pref. 48 hrs), and may be denied if others have reservations. After the maximum 4 day loan period has been reached, the same equipment can not be charged out or requested again for 48 hours. Consecutive reservations for similar items are not allowed.
- Patron is **responsible for all pieces**, returning on time and undamaged. **IT IS ESSENTIAL THAT ITEMS ARE RETURNED ON TIME**, as others may be waiting to use the same equipment. Repair or replacement charges will be assessed for damaged or lost items.
- **Late fees** are 4 cents per minute, per piece. Failure to return items on time and undamaged will result not only in fines, but possible loss of future equipment borrowing privileges. Items that are over **three days late will be declared lost** and you will be **billed for replacement**. A hold will be placed on your account at that time and you will not be able to charge other library items out until the matter is resolved.
- Ignoring or **failing to respond to overdue notices** constitute a violation against the university, and **may result in a complaint being filed with the Judicial Administrator**.
- Patrons may only request/check out **one similar item at a time**.
- **Reservations** can be submitted via our Equipment page at <http://www.mannlib.cornell.edu/equipmentandrooms/equip.cfm> and **have priority**. These should be submitted at least **48 hours in advance** if possible. All requests are processed in the order in which they are received. The person in whose name the reservation has been made needs to be the person picking up/checking out. If you have a confirmed reservation, you have 4 hours from the stated available time to pickup. If item is not picked up within that 4 hour period, it will be made available to other patrons.
- **Walk-in checkouts** are allowed if there are no scheduled reservations for that time. Loan periods may be shorter than the maximum 4 days if future reservations exist.

## Support

- **Manuals and quick guides** are available with equipment, or online (check [Equipment pages](#) on our website).
- **Unscheduled walk-in support** for equipment and media editing projects is limited (depending on staff availability), and only from **8am -5pm, M-F**.  
**WHAT WE SUPPORT:**
  - Directing you to relevant manuals, tutorials, quick guides.
  - Connecting equipment to a computer to transfer data/footage.
  - Getting started converting a VHS tape to DVD.  
**WHAT WE DO NOT SUPPORT:**
  - Help with equipment not owned/loaned by Mann Library. Depending on staff availability, we may be able to give you general advice, but not in-depth assistance.
  - Advanced software assistance, including support for Final Cut Express and Final Cut Pro. Mann Library staff may be able to direct you to training materials for these applications, but do not have expertise in these programs.
  - Unscheduled personal assistance with iMovie, iDVD and/or Windows Movie Maker. Help with these applications must be scheduled in advance as a consultation.
- Submit a **consultation request form** in advance if in-depth guidance is anticipated, noting the equipment and related software you wish to use. The form is available on our website at <http://www.mannlib.cornell.edu/services/reference/consulting.cfm>, or in print from the Info & Research Help desk (across from Circ desk).

\*Includes cameras, tripods, GPS units, microphones, and audio recorders