



NMSU Library Policy Guidelines and Procedures

Policy Guideline: Equipment Loan Program

Policy No. 54

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Related Policies: Policy No. 7 Circulation

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The NMSU Library Equipment Loan Program is designed to promote student success and enhance the academic experience of NMSU students. The library maintains an inventory of audiovisual, electronic, and computer equipment that is available for short-term loan to currently enrolled students. The following guidelines outline the structure and operation of the library equipment loan program:

A. PATRONS ALLOWED TO BORROW EQUIPMENT

- a. Currently enrolled NMSU students with a valid Aggie ID are eligible to borrow equipment items. Students must present their NMSU Aggie ID at the Access Services desk in order to borrow equipment items.
- b. Patrons who have previously lost or damaged loaned equipment are not eligible to participate in this program and will have their accounts blocked. Students with a blocked library account are not eligible to borrow additional equipment items.
- c. At the discretion of the Access Services Manager or Access Services Department Head, faculty and staff members may also be allowed to borrow equipment on a case-by-case basis.
- d. Because the Equipment Loan Program is designed to support the academic experience of NMSU students, community members, guest patrons, and Passport patrons are not eligible to borrow equipment.

B. PROGRAM GUIDELINES

- a. Equipment items are requested by patrons through the Loanable Technology website at: <https://nmsu.libcal.com/reserve/LoanableTech>. Booking instructions are available on the website.
- b. Once booked, equipment is to be picked up in person at the appropriate Library Access Services desk.

- c. Access Services staff will check out equipment using the Alma circulation module.
- d. Patrons may borrow up to 5 equipment items at a time.
- e. At check out, patrons will be given an Equipment Loan program agreement form that includes the major points of this policy (see below).
- f. Upon check-out and check-in, loaned items will be examined with the patron to ensure all parts are operational and undamaged. Student workers will alert their supervisor if they identify damage or significant wear and tear on equipment items, and any such damage must be documented.
- g. Equipment must be returned in person by the date and time they are due.
- h. Patrons are responsible for deleting any stored data or information on the loaned items prior to returning them.

C. LOAN AND RENEWAL PERIODS

Equipment Loan and Renewal Periods apply to all Patron Categories

INITIAL LOAN PERIOD	RENEWAL PERIOD	BOOKING HOLDS
7 Days	Patrons may book one additional 7-day loan (patron must do this manually on LibCal) unless another patron has requested (pre-booked) the equipment.	Patrons may request items in advance (pre-book). If an item is pre-booked by another patron, the equipment is not eligible for renewal by its current borrower.

D. LATE RETURNS

- a. Patrons who have not returned borrowed equipment for 30 days will have their library privileges suspended and a block placed on their student account until the borrowed items are returned or replacement fees are paid.

E. DAMAGED, LOST, OR NON-RETURNED EQUIPMENT

- a. Patrons are responsible for returning borrowed equipment in good, operable condition.
- b. Patrons are responsible for items that are returned damaged (damaged items are not fully operable). If damaged items can be repaired, the patron

- is responsible for paying the cost of repairs. If the damaged item cannot be repaired, the patron is responsible for paying replacement costs.
- c. Patrons who lose borrowed equipment are responsible for paying the replacement costs of the lost item(s).
 - d. If a patron does not return an item after 30 days, they will be responsible for paying the full replacement cost of the item.
 - e. Costs for repair or replacement of damaged equipment items will be added to the patron's student account after a staff member evaluates the condition of the equipment and estimates the costs.

ITEMS RETURNED IN DAMAGED CONDITION	ITEMS REPORTED LOST	ITEMS NOT RETURNED
If the item is returned in a significantly damaged condition (i.e., it is not fully operable) but can be repaired, the student is responsible for paying the cost of the repairs. If the item is not reparable, the student is responsible for paying the replacement cost of the item.	If an item is reported as lost by a student, they are responsible for paying the full replacement cost of the item.	If an item is not returned within 30 days, it will be considered lost, and the student will be responsible for paying the full replacement cost of the item.

F. SUSPENSION OF LIBRARY PRIVILEGES

- a. Student and faculty library privileges will be suspended because of the following situations:
 - i. Lost equipment: Loaned equipment that has not been returned and has been overdue for more than 30 days.
 - ii. Unpaid equipment repair or replacement charges.
- b. Suspension of library privileges will continue until equipment is returned and/or fees have been paid.

G. BILLING FOR REPAIR OR REPLACEMENT COSTS

- a. Students are billed for equipment loss or damage fees through University Accounts Receivable (UAR).
- b. A \$15.00 processing fee will be charged in addition to repair or replacement costs for each item that is reported lost or returned in damaged condition.
- c. Faculty and staff patrons are billed directly by the library.

- d. Repair or replacement costs for items returned in damaged condition must be assessed by the ETL Lab or Library Systems Department.
- e. Replacement costs for lost items will be assessed by the ETL Lab or Library Systems Department. The replacement cost will be determined by the item's current retail price, as provided by a university-approved vendor.

BILLING FOR DAMAGED ITEMS	BILLING FOR ITEMS REPORTED LOST	BILLING FOR ITEMS NOT RETURNED
Equipment that is returned in damaged condition must be assessed by the ETL Lab or the Library Systems Department. After the assessment, repair costs will be determined and billed to the patron's account.	Equipment reported as lost by the patron will require a replacement cost assessment by the ETL Lab or Library Systems Department. Once the replacement cost is determined, the patron will be billed up to 100% of the replacement cost.	Equipment items that have not been returned after 30 days will be declared lost and will need a replacement cost assessment by the ETL Lab or Library Systems Department. Once the replacement cost is determined, the patron will be billed for 100% of the replacement cost.

H. APPEALS

Patrons may appeal repair/replacement charges or the suspension of library privileges by contacting the Access Services Department Head.

I. EQUIPMENT LOAN PROGRAM AGREEMENT FORM

- a. Patrons will be required to sign an electronic or paper copy of the Equipment Loan Agreement form before they are given their requested equipment. The signed copy will remain on file in Access Services until the equipment is returned and examined.
- b. Each patron will also be provided with a copy of the agreement form upon check-out for their reference (see next page).



NMSU LIBRARY EQUIPMENT LOAN PROGRAM AGREEMENT FORM

The NMSU Library has a collection of audiovisual, electronic, and computer equipment available for short-term loan to currently enrolled students. NMSU Faculty and Staff may also be approved to borrow equipment. The following guidelines provide a summary of your responsibilities when borrowing library equipment. By participating in the Equipment Loan Program, you agree to comply with NMSU Library policies and procedures.

IF YOU NEED HELP, TECHNICAL SUPPORT, OR NEED TO REPORT PROBLEMS WITH YOUR EQUIPMENT, CONTACT THE ACCESS SERVICES DESK WHERE YOU BORROWED IT:	
ZUHL LIBRARY Access Services Desk 2911 McFie Circle Las Cruces, NM 88003 (575) 646-6910 lib-accserv@nmsu.edu	BRANSON LIBRARY Access Services Desk 1305 Frenger St. Las Cruces, NM 88003 (575) 646-3101 lib-accserv@nmsu.edu
Library hours are available at: https://library.nmsu.edu/hours.html	

EQUIPMENT LOAN PROGRAM GUIDELINES

- A. Currently enrolled students and approved faculty and staff may borrow up to 5 items at a time. Instructions on how to use the service are available on the website: <https://nmsu.libcal.com/reserve/LoanableTech>.
- B. Requested equipment can be picked up at the indicated library Access Services Desk. A staff member will ensure the equipment is working properly before you check it out.
- C. Equipment must be returned on time and in person at the library Access Services Desk, where it was checked out.
- D. Patrons who do not return borrowed items on time will have their library privileges suspended.
- E. At check-in, a staff person will review your borrowed item(s) to ensure all parts are operational and undamaged.
- F. You must delete any data or information stored on the loaned items prior to returning them.

LOST OR DAMAGED EQUIPMENT

- A. Patrons are responsible for returning borrowed equipment in good operational condition. If your equipment is damaged, lost, or stolen, report it immediately to the appropriate library Access Services Desk.
- B. A repair fee will be assessed for any borrowed equipment that is returned in damaged condition. The repair fee will be based on the cost of restoring the equipment to normal operating condition, plus a \$15 processing charge.
- C. A replacement fee will be assessed for any borrowed equipment that is not returned to the library. The replacement fee will be based on the current cost of replacing the lost item and a \$15 processing charge.
- D. Patrons who return damaged equipment or who lose borrowed equipment will have their library borrowing privileges suspended until repair or replacement fees are paid.

NMSU LIBRARY EQUIPMENT LOAN PROGRAM AGREEMENT

I understand that I am fully responsible for this borrowed equipment and any accompanying accessories, and for its safe and timely return to the library Access Services Desk. I am also responsible for reporting any equipment damage or malfunction to the library staff. I understand that I am responsible for all applicable charges if the equipment is damaged, lost, or stolen, or if accessories are missing or damaged, or if late fees or other fines are incurred. I have read, understand, and agree to the terms of this agreement.

I agree to return the equipment by the due date specified.

I understand that I remain liable for any damage caused to this equipment and/or its accessories, even after initial check-in, until a thorough inspection can be performed by a library staff member.

Patron Name: _____ Aggie ID: _____

Patron Signature: _____ Date: _____