

# CLC Equipment Information



## Loan Policies

Equipment is available for loan to students, faculty and staff at Chapman Learning Commons Information desk located on the 3rd floor of the Irving K. Barber. Items are available on a first-come, first-served basis. Items cannot be reserved in advance or renewed.

**Fine rates for each item are detailed below.** Carholders who lose items will be charged late fees, a restocking fee and an item replacement fee.

The Chapman Learning Commons is not responsible for any damage to a user's computer, phone, or other equipment that might be caused by items borrowed from our help desk.

## Special Requests

If circumstances require a longer loan period, you may submit a special permission loan request *in person at the CLC Information Desk* when you check out the equipment. Each request will be considered on a case-by-case basis.

## Item Loan Time Chart

<u>Item</u>	<u>Loan Period</u>	<u>Fine Rate</u>
<b>Adaptors</b> HDMI to VGA Adapter HDMI/ Micro HDMI to VGA Video Adapter Mac MiniDisplay port to VGA Adapter Mac Lightening to VGA Adapter Mac 30-pin to VGA Adapter Mac USB-C Digital AV Multiport Adapter	1 day*	\$1/day*
<b>Cameras &amp; Camcorders</b> DSLR Camera Camcorder (Digital HD) Cannon PowerShot Camera GoPro Hero4 Camera GoPro Camera mounts Tripod	1 day*	\$5/day
	3 days	
<b>Chargers</b> Android Charger iPhone 4/4S Charger iPhone 5/6/7 Charger Mac Magsafe Charger Mac Magsafe 2 Charger Microsoft Surface Pro 1 Charger Microsoft Surface Pro 3 & 4 Charger PC Laptop Charging Kit	4 hours	\$1/hour
<b>Electronic Accessories</b> Film Scanning Kit Graphics Tablet Mac USB SuperDrive USB Powered External DVD Writer USB Powered Mouse Wireless Presenter Digital Voice Recorder Portable DVD/ Blu-Ray player	1 day*	\$5/day
<b>Headphones</b> Headphones	1 day*	\$1/day
<b>Laptops</b> Windows 7 Laptop	4 hours	\$20/hour
<b>Microphones</b> On-Camera Microphone USB Microphone	1 day*	\$5/day
<b>Projectors</b> LCD Projector	1 day*	\$5/day
<b>Office Supplies</b> Calculator Ruler Scissors Whiteboard Marker Kit	1 day*	\$1/day

\*Items with 1-day loan periods must be returned 30 minutes before the CLC desk closes