

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. Items cannot be loaned if the patron does not present their UBCCard.

Fine rates for each item are detailed below. Cardholders who lose items will be charged late fees, a restocking fee and an item replacement fee. Do **not** repurchase lost equipment as we can only purchase from authorized vendors.

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>
Adaptors 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*
Cameras & Camcorders DSLR Camera Camcorder (Digital HD) Cannon PowerShot Camera GoPro Hero4 Camera GoPro Camera mounts Tripod	1 day*	\$5/day
	3 days	
Chargers Android Charger iPhone 5/6/7 Charger Mac Magsafe Charger Mac Magsafe 2 Charger Mac USB-C Charger Microsoft Surface Pro 1 Charger Microsoft Surface Pro 3 & 4 Charger PC Laptop Charging Kit	4 hours	\$1/hour
Electronic Accessories 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
Headphones Headphones	1 day*	\$1/day
Laptops Windows 7 Laptop	4 hours	\$20/hour
Microphones On-Camera Microphone USB Microphone	1 day*	\$5/day
Projectors LCD Projector	1 day*	\$5/day
Office Supplies 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.