



CLC Equipment Information

Equipment is available for loan to students, faculty and staff from the Chapman Learning Commons Help Desk, located on the 3rd floor of the Irving K. Barber Learning Centre.

All items are available on a first-come, first-served basis except the **Lighting Kit** which requires a reservation in advance (details below). All other items cannot be reserved in advance or renewed after checkout.

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

Loan Policies

For detailed information on item loan period and fine rate please [see the item listing on our web page](#).

Note: Items with 1-day loan periods must be returned 30 minutes before the Help Desk closes unless otherwise informed by a staff member.

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 than what is listed, submit an [Extended Loan Request](#) 24 hours or more advance. Requests will be considered on a case-by-case basis.

Note: Requesting an extended loan does not guarantee the item will be there at the time of loan.

Lighting Kit

The [Lighting Kit](#) is a reservation only item. It must be reserved online 24 hours or more in advance of pick up. Suggested loan time: 1 week.