CLC Equipment Information

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

Some items can be booked in advance and longer loan times are possible. Bookable items can be viewed here. Even if all items are booked, we may have more at the desk for loan.

A digital or physical UBC Card is required to loan items to students, faculty and staff.

Community members must have a UBC Library card to loan items and only certain items are available to community members. Check our website to confirm.

Loan Policies

• Items cannot be renewed or extended once loaned out.
• For more on loan period and late fine rate see the item listing on our web page.
• 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.

Loan Policy on Fines:

Patrons will be informed when the loan item is due back. Items returned after it is due will be fined late fees. Late fees for equipment are in use to ensure items are brought back on time due to the high volume of loans processed as well as the need for items to be returned in a timely manner for advance bookings.

Cardholders who lose or destroy 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.

In the case of damage requiring replacement, every effort will be made to determine the cause of the malfunction. Wear and tear from general use will not be assessed fines.

Special Requests

If circumstances require a longer loan period than what is listed, submit an Extended Loan Request.

• Request must be submitted 1 full business day or more advance.
• Approved requests will receive and email confirmation which must be shown at the desk to receive the loan.
• Requests will be considered on a case-by-case basis. However, 1-2 weeks is generally the maximum approved loan time.
• Special requests on items already loaned out to you will not be considered.
• This request does not guarantee the item will be available at the time of loan.