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# Art+Design Checkout Window - Agreement Terms for Loans

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School of Art+Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. Room 318 is the Checkout Window and is the first place to go with questions and to get equipment or make reservations.

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## Procedures, Policies and Guidelines

318 Checkout Window houses a variety of equipment and resources that are available to registered users. Ask your instructor or an assistant for more information about what is available to you. Checkout and reserve privileges are based on School of Art+Design course enrollment for the current semester and many (but not all) items are available for loan to registered students.

**You must be enrolled in a course with a Facilities Charge for automatic resource and equipment access at the Checkout Window.**

**Art+Design majors can apply for independent Checkout Window privileges, but there is a charge if you are not enrolled in a class with a Facilities Charge attached.**

**Some equipment, areas and laboratories require a Semester Pass (and Facilities Charge) to use, please do not enter areas where you are not registered for access.**

Examples of areas requiring access registration include: darkrooms, computer labs, all shops in the Art+Design Building and Flagg Hall, 3D Output Lab and the Ink Print Lab in Noble Hall.

**You can go online and request independent access to some laboratories at** <[www.art.uiuc.edu/a+d/places/facilities/requestaccess/index.html](http://www.art.uiuc.edu/a+d/places/facilities/requestaccess/index.html)>.

**Activities within the Art+Design Building are monitored for your security and safety.**

**YOU MUST PRESENT YOUR *i-Card* FOR ALL TRANSACTIONS AT THE CHECKOUT WINDOW. This includes reserving, picking up or returning items or resources.**

**When returning items, be sure to stay at the Window until the assistant identifies your returns and checks them in to avoid items remaining in your account.**

**Please be aware you are responsible for any loan item or resource you use or borrow from the School of Art+Design.**

**University of Illinois does NOT carry any kind of insurance or replacement system for equipment or resources lost or damaged - you are solely responsible for loans.**

**You will be assessed a late charge for items not returned on time and you can be charged replacement value for broken, lost or non-returned items.**

**Equipment loan durations and return times vary according to the item - it is your responsibility to know when items are due - ask the Checkout Window assistant.**

**MOST ITEMS ARE DUE TO BE RETURNED IN THREE DAYS. However, some items may be available for shorter or longer term loans.**

**Room or Lab Keys and darkroom equipment are examples of items that must be returned on the same day they are loaned.**

**Some equipment can be renewed ONCE, but renewals require that you return the item(s) for inspection and have the assistant check to be sure it is not reserved.**

**The studio environment can present electrical and other hazards (high voltage strobes, hot lights, falling objects).**

**Please consult with your instructor and learn the potential dangers of the studio equipment before attempting a session.**

**The School of Art+Design is not responsible for damage to a user's materials or supplies for any reason.**

**A+D labs cannot be held responsible for lost time or the unavailability of malfunctioning equipment (laboratories, processors, digital printers, studios, equipment, etc.).**

Know your equipment or system well before proceeding. If you are in doubt about any function or procedure, please ask for assistance before continuing.

Lab personnel will answer your technical questions to the best of his or her ability or may refer you to your instructor, a staff member or other informational resources, but

**the School of Art+Design, staff and assistants cannot be held responsible for the consequences or the outcome of suggested solutions to questions or problems.**

If you encounter a problem, have other concerns or special needs, please consult first with your instructor or a lab assistant for possible solutions.

**Failure to comply with any procedure or policy may result in the loss of reserve or loan privileges.**

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## Agreement Terms for Loans and Use of Resources

**By checking out or using Art+Design resources or equipment, I agree to the loan terms and conditions stated below. I understand this agreement is binding for all equipment and resources I use or checkout during the semester.**

- 1. I agree to use each item only for educational pursuits and class assignments and for no other purpose.**
- 2. I agree to keep and use items in a safe manner and I am completely responsible for them at all times.**
- 3. I agree that I am fully and financially responsible for the repair or current replacement value of any equipment damaged or not returned.**
- 4. I agree that I will use each item properly and only in the manner for which it was designed and**  
*I have received adequate training and instruction on how to operate the equipment or resource before attempting to use it.*
- 5. I will examine each of the items I receive before leaving the Checkout Window and I will make sure they are in good operating condition.**  
*After leaving the Checkout Window area, I understand that I become responsible for any unreported damage or missing parts.*
- 6. I agree to return each item by the specified time and due date and understand I can be charged when items are returned late.**
- 7. I understand that neither the School of Art+Design nor the University of Illinois have insurance to cover damage or loss of resources loaned to me.**
- 8. I indemnify and hold the University of Illinois, the School of Art+Design and its employees blameless from any and all claims arising from my use or possession of items loaned to me by the School.**