

# SAIC Circulating Resource Usage Policy

Please be aware of your responsibilities when you borrow resources from SAIC facilities such as the Film Cage, Flaxman Library, Media Centers, Photo Cage, Wood and Metal Shops, and Labs.

1. **You are financially responsible** for the safe return of all borrowed resources.
2. **Don't loan resources that are checked out to you to anyone else.**
3. If anything is missing or damaged, **you will be charged for the cost of repair or replacement.**
4. You are liable for replacement of lost resources - **EVEN IF LOST ON SAIC PROPERTY – EVEN IF STOLEN FROM YOU.**
5. You must return borrowed resources to the correct department by the due date/time to avoid late fines and/or other penalties.

## **Be safe:**

Double check your record (the WebCheckout record, "Agreement Form", the "My Account" feature in the library online catalog, etc.) to confirm that the resources listed as checked out to you are correct. Report errors immediately.

Be very careful with borrowed resources. Consider your personal safety when using expensive equipment in public. Be alert to your surroundings. Avoid dangerous situations. Avoid non-recommended usage.

While every step should be taken to safeguard SAIC borrowed resources, you should never prioritize equipment value over your own personal safety. Do NOT fight a robber or attacker for SAIC property. Equipment can be replaced; you cannot.

## **Reporting a Crime:**

### On Campus:

1. **Notify SAIC Security.** A desk or patrol officer will help you file a report with SAIC and the Chicago Police Department.
2. Notify the manager of the facility from which you borrowed the resources. She or he will request a copy of the police report.

### Off Campus:

1. **Notify the Chicago Police Department.** Obtain a copy of the police report.
2. File a report with SAIC Security. They will want to keep track of police activity.
3. Notify the manager of the facility from which you borrowed the resources. Provide a copy of the police report

You may still be charged for replacement of lost or damaged resources. The police report will be taken into account in determining liability.

## **Loss & Damage Appeals**

A patron who is fined for loss or damage to SAIC resources may appeal a fine that s/he feels was unjustly applied. The patron should notify the manager of the circulating facility from which s/he received the fine. Intent to appeal should be given in writing (preferably by e-mail). The patron should be prepared to present evidence demonstrating the reason why the individual should not be accountable for the loss or damage. A committee consisting of representatives of SAIC's administration, Division Chairs, SAIC Security and Student Affairs will make a final determination of financial responsibility. Exceptionally large fines may be transferred to Student Accounts.

## **Personal Responsibility:**

SAIC maintains resources for the benefit of the entire campus community, for now and for the future. When a borrower returns resources late or damaged, or fails to return them, other students and faculty are robbed of opportunities. Some resources are not easily replaced. You may contribute to the benefit of the SAIC community by being responsible with your use of valuable communal resources.

## **Further information:**

- School equipment and resources are not insured against loss or damage by borrowers.

**Check with individual departments for more information on lending policies.**

### **Flaxman Library Circulation Desk**

SP 610 (312) 899-5097

### **Media Center**

MI 805 (312) 345-3512

SP 307 (312) 899-5081

CO 233 (312) 443-3759

### **Photo Cage**

CO 204 (312) 443-3783

### **Wood & Metal Shops**

CO BI-24-27 (312) 443-3773