STATEMENT OF RESPONSIBILITY
EDMON LOW CREATIVE STUDIOS - Tech to Go

I have read this document and fully understand its terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the below statements.

Name (Please print):_______________________________________

Signature:_______________________________________

Date:_______________________________________

CWID:_______________________________________

Cell Phone:_______________________________________

RESPONSIBILITY

• I understand technology & equipment is my responsibility while it is checked out to me. I will take all reasonable precautions to protect it. If others use it while it is checked out to me and damage or loss occurs, I understand I will be held liable for any loss, damage or criminal acts that may occur.
• I agree I will be responsible for repair or replacement of the equipment and any accessories due to any loss, damage or theft. I understand the replacement cost of the equipment is based on current market price.
• I understand it is my responsibility to make arrangements with Oklahoma State University to pay any and all charges incurred as a result of improper use, loss or theft of the equipment. Failure to do so may result in an inability to register for classes or receive my diploma or transcripts.
• I understand if the equipment is stolen I must notify Library personnel in Room 105 immediately and file a report with the Oklahoma State University Police Department.
• I understand I am responsible for any/all fines incurred which are $5.00 per day that the item is overdue.

EQUIPMENT LOAN PERIODS

• I understand all technology checked out in the Creative Studios as a check out period of 3 days. Any equipment kept 3 days past the due date will be considered lost or stolen and I will be billed the full replacement cost plus a $20 non-refundable processing fee.
• I will follow the policies and guidelines for usage in the library and understand that these rules are subject to change.

USE GUIDELINES

• I agree to adhere to the terms and conditions outlined in licensing agreements including but not limited to licensing grant restrictions, copyright restrictions and transfer restriction.
• I agree to adhere to use policies for uniform access computing as outlined by Oklahoma State University and other Student Technology Fee Laboratory restrictions or requirements.
• I understand the memory card is erased after each use and anything I might save there will be erased. If I wish to save any data, it must be to my own card or computer.

LIABILITY

• I understand Oklahoma State University is NOT responsible for loss of data or damage to files that may occur due to the use of the equipment.
• I understand Oklahoma State University is NOT responsible for injuries sustained due to improper use of equipment.
• I understand this agreement must be renewed each academic year and that a loss of privileges will occur for a failure to comply to these policies and guidelines.
• I am currently enrolled as a student at Oklahoma State University, Stillwater, or currently employed as an OSU Stillwater Faculty or Staff member.

TECH TO GO DAMAGE RATES

• Replacement due to loss or damage (including failure to return the equipment): will be the cost of the device at time of purchase.
• Intentional vandalism (includes any scratches or marks on any part of the equipment) will be evaluated & appropriate charges will be incurred.

FOR QUESTIONS CONTACT

Edmon Low Creative Studios
(405)744-7615
lib-res@okstate.edu
LIBRARY GUIDE
WWW.LIBRARY.OKSTATE.EDU
facebook.com/OkStateLibrary
twitter.com/OkStateLibrary
GET HELP
Text: 405-592-4128
Call: 405-744-9775
Email: lib-dls@okstate.edu
youtube.com/OkStateLibrary

EDMON LOW CREATIVE STUDIOS - Studio Rooms

BOOKING RESERVATIONS
- Reservations can be made at the Creative Studios Circulation Desk. A photo ID and okstate.edu email are required to make a reservation.
- Reservations can also be made online at: http://okstate.libcal.com/booking/study-rooms. To select a Creative Studios suite, click the dropdown menu on the left and select Creative Studios. You must have a valid okstate.edu email to book a reservation online. A link to this page can be found on the library homepage: http://library.okstate.edu.
- The study rooms are available for use on a first-come, first-served basis.
- Reservations will be held for 15 minutes after the beginning of the booking. After fifteen minutes have passed, the reservation will be canceled and the room may be reassigned.
- Individuals or groups may have up to two reservations on file at a time. A single reservation cannot exceed four hours.

PERSONS USING THE ROOMS MUST AGREE...
- To keep the volume of conversations or presentations confined to the room.
- Not to handle any items exhibited on the walls.
- To keep their feet off the furniture.
- That rooms left unoccupied for an extended period of time will be considered abandoned and liable to penalties.

GUIDELINES FOR USING ROOMS
- Before a study room is opened, the person requesting to use the room must sign a statement of responsibility. This signed statement will remain active for one calendar year. The person signing the request to use the room is responsible for maintaining the security of the room during its use.
- The key to a Creative Studios suite must be checked out at the Creative Studios Circulation Desk in room 105.
- A photo ID is required at the time of checking out a room key.
- When finished with the room, the person responsible for the room must make sure the room is in good condition before returning the key to the Creative Studios Circulation desk in room 105. The person who has reserved the room will be responsible for any damage to the room or equipment in the room.
- Room keys must be returned on time at the end of the reservation.

LIABILITY
- I understand the Library is not responsible for any personal items or belongings left unattended in study rooms.
- I understand this agreement must be renewed each academic year and that a loss of privileges will occur for a failure to comply to these policies and guidelines.
- I am currently enrolled as a student at Oklahoma State University, Stillwater, or currently employed as an OSU Stillwater Faculty or Staff member.
- I understand that I am responsible for any theft or damage to rooms and their equipment during the time that the room is checked out to me.

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