Emergent Digital Practices TechCheck Policies Agreement
AY 2016-2017

USAGE:

- I accept full and sole responsibility for any equipment I checkout and acknowledge all of the EDP TechCheck policies.
- I understand that TechCheck equipment is intended only for Emergent Digital Practices coursework.
- I will not use TechCheck equipment for hired work, or in the service of any other company, organization, or person, whether for pay or otherwise. This includes University of Denver coursework outside of EDP. In addition, I will not allow anyone else to borrow or use the equipment.
- My enrollment in an EDP course will be verified before equipment can be checked out.

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CHECKOUT:

- TechCheck hours for each quarter are listed on the EDP department website and TechCheck office door.
- I may only checkout gear during the designated TechCheck hours.
- I may only checkout gear for myself and no other student.
- I understand that I may only checkout equipment designated by the faculty for my EDP course and I do not have permission to checkout additional gear.
- The gear will be inspected by the TechCheck Manager prior to checkout and by accepting the equipment, I accept the responsibility of making sure I have received all the equipment's component parts. This will also be considered an accurate record of the equipment I have received and its condition.
- By checking out TechCheck gear, I consent to give the best care possible to the items. I understand that extreme temperatures (hot and cold) may severely damage the gear and I will not leave any items outdoors or in vehicles.

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RETURNS & RENEWALS:

- All equipment that I checkout must be returned by the due date. It is my responsibility to know the TechCheck schedule and plan accordingly to insure that equipment is returned on time.
- **Renewals of gear must be made during TechCheck hours and the gear must be present.**
- The TechCheck Manager holds the right to accept or deny a renewal request at all times.
- A typical checkout lasts 3 days (i.e. Monday return Wednesday) and the return schedule is posted with the hours for each quarter on the EDP department website, as well as the TechCheck office door.
- **Extended checkouts such as weekly, monthly, quarterly etc. are NOT permitted**.
- Equipment will be returned in clean, well-packed, and fully functional condition. The TechCheck manager will inspect and test equipment and I will allow ample time for this inspection.
- If I am unable to return my gear on time due to sickness or emergency, I will contact edptechcheck@gmail.com promptly *before* the TechCheck hours are over for that day.

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MISSING AND DAMAGED EQUIPMENT:

- **I accept full accountability for the repair and/or replacement costs for any equipment damaged or lost while checked out to me, including any accessories, cables, SD cards, and cases.**
- If an item or component part of an item is not in the package at the time of return, I will be held responsible for its replacement.
    - I will be given 7 days to find and return the missing item(s).
    - If not returned in 7 days, EDP will bill me for the replacement costs of the item(s) and I will have 14 days from the date of billing to make a payment. (CHECK ONLY)
    - Checks will be made payable to "The University of Denver" with "EDP gear replacement" in the memo.
    - My access to TechCheck gear will be suspended until the debt is paid in full.

- If an item or component part of an item is damaged at the time of return, I will be held responsible for its repair costs.
    - I will be notified of the repair costs as soon as an estimate is acquired by the repair provider. Payment policies are identical to missing equipment policies. (see above)

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PROBATION:

- The TechCheck Manager and EDP Faculty hold the right to place me on probation if I am repeatedly in violation of the policies contained in this document or an incident(s) occurs that disproves the necessary responsibility needed for gear usage.
    - If I am more than seven days late on any given checkout, my privileges will be revoked for the remainder of the quarter and possibly year.
    - Probation lasts for the remainder of the quarter with the potential for the following quarter if violation occurs near that quarter's end.
    - Any single violation of the TechCheck policies while on probation will result in the suspension of my privileges for following quarter and potentially the year. Repeated late returns spanning multiple academic quarters may result in my checkout privileges being permanently revoked.

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Repeated violations of the above rules and regulations can result in the penalization up to and including <u>temporary or permanent suspensions</u> of checkout privileges as determined by the TechCheck Manager and EDP program.

Print Name: _____

Sign Name:_____

Date:_____