

Borrowers Agreement for Library Technology
Overnight Use of the Digital Media Studio

Name (Last, First) _____ AUID _____

Email _____ Phone _____

Classification Undergraduate Graduate Faculty Staff

Guidelines for overnight use of the Digital Media Studio

- This agreement authorizes your access to the Digital Media Studio (DMS) in Media Services during the Library's overnight hours – Monday 12:00AM through Friday 8:00AM.
- If you are using the DMS before midnight, you **must exit** Media Services at closing. You must retrieve the assigned key from the lockbox and then re-enter.
- Return the DMS key to the lockbox located in the front lobby of the Library before 8:00AM. Fines will be assessed for late or lost keys. Fines are \$0.50/hour for late returns. Lost keys are \$75 to cover the cost of installing a new lock.
- It is forbidden to give the key to anyone else. You will be the only person able to return it to the lockbox.
- There is no food allowed in the DMS rooms.
- Even though the DMS is monitored by security cameras, everyone is responsible for their own safety.
- **You are personally financially responsible for damage or theft of any DMS or Media Services equipment while the key is in your possession. DO NOT** leave the DMS or Media Services door unlocked at any time.

Making an Overnight Digital Media Studio Reservation

1. You must make a reservation in person at the Media Services desk between 10:00AM and 5:00PM, Sunday through Thursday.
2. Present a valid AUID when you make your reservation.
3. You will be granted card-swipe access to the key lockbox. It is your responsibility to test your AUID on the lockbox in advance. If your card is damaged or demagnetized, it will not work on the lockbox.
4. Each Fall and Spring semester you must have this form signed and on file at Media Services before you are given overnight access to the DMS.
5. Overnight reservations are for a 2 day period. You will have access to a specific DMS workspace based on the software you are using. You must return the key to the lockbox after each day.

Accessing the Digital Media Studio Overnight

1. After midnight you may swipe your AUID in the lockbox card reader. If you have access the green door light will go on and you can open the lockbox. You do not need a PIN #.
2. Open the door by pulling the handle and the latch simultaneously.
3. Inside the lockbox are several keys. Your key will have a green light above it. Remove it from the lockbox. (The door and the key are on a timer. If the light goes off, wait twenty seconds and re-swipe your card.)
4. Go to Media Services; unlock the Media Services door. **Close the door behind you. Do not prop it open.** You are responsible for anything that happens in the Media Services area while the key is in your possession. If you leave to go to the restroom or to get a coffee, lock the door behind you.
5. Unlock the DMS room corresponding to the number on your key.
6. Keep the key with you at all times.
7. When you are finished, swipe your AUID at the lockbox and return the key to its lock.

Before signing, read the following carefully:

- I. I have received access to the equipment and furnishings in Media Services and the Digital Media Studio (DMS) in good condition and will report to the Information Desk any damaged or missing equipment or furniture upon my arrival.**
- II. I agree to insure that the equipment remains in the same condition as I found it in.**
 - a. I agree to protect this equipment from theft and/or damage.
 - b. I agree to notify American University Library Media Services personnel (LIBMEDIA@american.edu) immediately if this equipment is damaged, lost or malfunctioning.
 - c. I understand that any work I wish to save will be located in the “student work” desktop folder. Media Services will contact DMS users before deleting data from this folder. Cached files and any data in other locations on the DMS Macs is deleted automatically when the computer is restarted. Users are encouraged to use their own external storage drive.
- III. I understand that the DMS keys I borrow from the lockbox are to be returned to the lockbox by 8:00AM each morning. Failure to do so will result in late and/or lost charges.**
 - a. Keys may not be accessed during Media Services business hours. For access to the DMS during business hours, I will come to the Media Services desk and staff will unlock the DMS for me.
 - b. I understand that American University Public Safety will investigate the loss of any Library equipment. I will cooperate with such investigation.
 - c. I agree to repay American University the cost of repairing/replacing any equipment damaged through neglect or loss while in my custody. This includes computer and peripheral equipment in the DMS as well as equipment in Media Services.
 - d. I understand overdue fines for the DMS keys are \$0.50 per hour, maximum fines of \$25.00.
 - e. I understand that once a key is declared lost and a replacement key and lock ordered, I will be responsible for a \$75 lost fee. This fee is non-refundable even if the key is eventually returned.
- IV. The Library reserves the right to deny borrowing privileges to anyone based upon just cause.**

This signature certifies that I understand and agree to all conditions of the loan.

Borrower's signature _____ Date _____