

Equipment Rental Policy

Equipment is available for check out by SRJC students who are currently enrolled in classes.

Equipment is available on a first-come, first-served basis.

The borrower is solely responsible for the equipment during the loan period including damages, loss or theft.

Student may be charged for one or more parts that are not returned.

Upon semester-end return, all equipment will be serviced and cleared of any data. If applicable, the borrower's work should be saved to a personal storage device prior to return.

Equipment can be returned to the Santa Rosa or Petaluma Campus. Please contact the Disability Resources Department to inquire about dates and times for contactless drop off options.

A replacement charge will be assessed for lost, stolen, permanently damaged or unreturned equipment:

- Smart Pens **\$240**
- Assistive Listening Devices **\$1,550**
- Digital Recorders **\$100**

Under some circumstances, the borrower may appeal to the Disability Resources Department negotiate these terms.

SRJC DISABILITY RESOURCES DEPARTMENT

Santa Rosa (707) 527-4890

Petaluma (707) 778-2491

drd.santarosa.edu

Borrower's Agreement

- I will not tamper with the hardware or software of any of the equipment.
- I will report any malfunctions and, if necessary, return the item to the SRJC Disability Resources Department for repair.
- I accept full responsibility for the equipment while it is in my possession.
- I will use the equipment for academic or research purposes only.
- I understand that all contact from SRJC Disability Resources Department will be via email and it is my responsibility to check my email for any notices.
- I have read and will follow the Disability Resources Department Equipment Rental Policy.
- I agree that failure to comply with any of these rules could result in the loss of equipment borrowing privileges.

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