

# Circulation Policy for Multimodal Education Center (MEC)

## Eligibility

As a CWU student, faculty member or staff person, you are eligible to checkout MEC materials, if:

- you maintain an 'active' status through the CWU Registrar office or payroll office,
- you provide your CWU Connection Card
- you follow relevant university policies for laptop usage and copyright infringement
- you do not owe excessive fines or fees to the MEC for overdue or damaged materials, and

## Loan periods and late fees

Item	Duration	Fines	
		When item returned late	When item not returned
Digital equipment	Up to 128 hours	\$45 per day that the MEC is open (maximum \$315.00)	After 7 days – the \$315.00 late fine plus item replacement cost and \$7.00 processing fee.
Digital equipment parts	Up to 128 hours	\$0.00 If returned within 24 hours of returning equipment.	24 hours after returning the equipment – replacement cost and \$7.00 processing fee.

Replacement costs damaged or missing items are determined by MEC personnel based on the item's current price. If you find an item after paying the fines, a refund will be issued for replacement cost if you return the item in good condition before we have purchased any replacement materials. If we have assessed fees incorrectly, we may refund them. Ask a MEC employee about the once-only appeal request for late fines.

## Due dates

The due dates are listed on the screen when you use the self-checkout and are listed on the email receipt when you checkout equipment. The MEC will send you email reminders for overdue items (be sure to check your @cwu.edu account). Failure to review or receive notices does not exempt you from any of the fines or fees, which must be paid at the Cashier's Office at Barge Hall. Student records may be held until the charges are cleared.

## Restrictions, Renewals, Recalls, and Reserves

Patrons are restricted to no more than 15 items at a time. Equipment cannot be renewed. On the due date, the equipment must be physically returned. You may check it back out unless another patron has requested a reserve.

All MEC items must be returned by the end of the current academic quarter, unless special arrangements have been made with MEC staff.

### Hours of operation

We are open 5-days a week while classes are in session. Check the MEC website and signs in the center for holiday hours.

All items are subject to immediate recall at the discretion of the Center.

By checking out materials, you agree to the terms and conditions set forth in this policy.

I, \_\_\_\_\_, \_\_\_\_\_, agree to the terms outlined above. I accept responsibility for any loss, missing parts, theft or damages that may occur to the equipment when it's under my care. I also accept responsibility for any fines and fees that may accrue should I not return the equipment when due.

\_\_\_\_\_  
Sign and date