FALL & SPRING HOURS
MONDAY – FRIDAY
9 a.m. – 9 p.m.
SATURDAY & SUNDAY
Noon – 8 p.m.
FINAL CHECKOUTS
BEGIN 15 MIN PRIOR
TO CLOSING EACH DAY

Hillman Library Equipment Collection
USER GUIDE

CONTACT US
Equipment Room
Hillman Library, G-23
412-383-1131
ULS-HillmanEquipmentRoom@pitt.edu
pitt.libguides.com/equipment

ULS
BORROWING

Only University of Pittsburgh affiliates, in good standing, with a current University of Pittsburgh ID card are eligible to borrow equipment during our hours of operation.

Only one of each type of item may be checked out at a time (i.e. one type of camera, one type of lighting kit, one type of tripod, etc.)

Each term a Borrower Agreement must be completed by the patron before checking out equipment.

Final check-outs begin no later than 15 minutes prior to closing each day.

Equipment can only be returned during hours of operation.

When returning equipment, borrowers must wait for library staff to check all pieces for damage and issue you a receipt.

Items will not be discharged from your account if they are missing any pieces.

Loan Periods

Equipment circulates for 3 days at a time. Equipment can not be renewed. You must return all items and wait one hour before checking out again.

MORE HELP

Disputes about returned equipment will be resolved only with full time staff, between the hours of 9 a.m. – 5 p.m. on weekdays.

For additional resources, pitt.libguides.com/equipment

FINES & FEES

The overdue charge for each kit and piece of equipment is $10.00 per day. After 24 hours of being overdue, the equipment will automatically be considered lost or stolen and you will be billed for the replacement cost. If items are not returned promptly, a $15.00 lost item processing fee will also be assessed.

RESPONSIBILITY

You are responsible for all pieces of the equipment that you borrow. Do not leave equipment unattended at any time. If any piece of equipment is stolen while it is checked out to you, you are responsible.

Do not share equipment with anyone. Equipment is not transferrable. All equipment must be returned by the patron who checked it out.

If any issues arise while you are borrowing, please bring it to the attention of library staff immediately.

BEST PRACTICES

• Always bring your ID card to check out equipment.
• Participate in the co-check-out process.
• Always keep your items with the bags they came in, never switch parts between kits.
• Treat equipment with respect.
• Never leave equipment unattended.
• Always repack the kits the way they were when you received them.
• Always check for your personal SD cards before returning items.
• Communicate any issues to Equipment Room staff promptly.