HOURS
MONDAY - THURSDAY
9 a.m. - 10 p.m.
FRIDAY
9 a.m. - 6 p.m.
SATURDAY & SUNDAY
Noon - 5 p.m.
FINAL CHECKOUTS BEGIN 15 MIN PRIOR TO CLOSING EACH DAY

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

Hillman Library Equipment Room
USER GUIDE
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.

If you are enrolled in a course that you believe has access to the equipment room, but are not currently on a roster here, please contact your instructor for further instructions. All roster updates must come in writing from instructors.

Use the Pitt Directory to find your course instructor’s contact:
find.pitt.edu

For additional resources,
pitt.libguides.com/equipment

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 SD cards before returning items.
• Communicate any issues to Equipment Room staff promptly.

BORROWING
Only University of Pittsburgh students currently enrolled in designated classes, in good standing, with a current University of Pittsburgh ID card are eligible to borrow equipment during our hours of operation.

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

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

When returning equipment, students 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 may be renewed only at the discretion of the course faculty who will provide the student with an official equipment renewal form.

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 (determined by your department). 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 student who checked it out.

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

MORE Help
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