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

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

**Equipment can only be returned during hours of operation.**

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**

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.