

**DePaul University**  
**Idea Realization Labs**  
**Equipment Checkout Policies**

I. Access to Equipment

- A. The Idea Realization Labs (IRL) make some items available to DePaul community members (users) for checkout as kits. Not all IRL tools and machines are available for checkout. Kit checkout is available to DePaul community members with a valid DePaul ID card.
- B. All users must agree to these terms before checking out any IRL kits.

II. Waiver

- A. By checking out IRL kits, all users expressly agree to waive any claims against DePaul, its employees and agents for bodily injury or property damage resulting from or relating to use of IRL kits.

III. Equipment Reservation

- A. Kits can be reserved in advance via Webcheckout:  
<https://cdmwebcheckout.cdm.depaul.edu/patron>.
- B. Kits can be reserved for a maximum of 7 days.

IV. Pick Up and Responsibility for Equipment

- A. Reserved kits must be picked up at the IRL on the first day of the reservation period. Any kits not picked up on the first day will be made available to other users.
- B. The user listed on the reservation must be present for pick up. Resources will not be given to anyone else, even with the original user's approval.
- C. The user listed on the reservation will be the only person held responsible for any late fines, cleaning fees, or repair/replacement costs.
- D. The reserving user will be held responsible for any damage or loss that occurs once the resource is removed from the IRL.

V. Return

- A. Resources must be returned to the IRL in their entirety by the time listed on the allocation record.
  - 1. Kits must be returned with all component parts and accessories they were originally distributed with.
- B. IRL staff will inspect all returned kits. Any damaged or missing items will be reported to the user via the email address provided on the allocation record.
  - 1. Any missing parts or accessories will be billed to the user.

2. Repair or replacement for any damage will be billed to the user once a cost has been determined.
- C. At the discretion of IRL staff, users may be assessed a \$25.00 cleaning fee for items not returned clean, organized, or safely packaged.

## VI. Extensions

- A. Kits may not be extended past the scheduled return time.

## VII. Penalties for Late Return

- A. Fines for overdue returns are billed at \$25.00 per day.
- B. A \$15 discount will be applied if the late kits are completely returned within one hour of the original due time.
- C. Fines are incurred immediately at the time due.
- D. At 14 days overdue, the resources are treated as stolen and both DePaul Public Safety and the Chicago Police Department will be notified.
- E. The maximum penalty for late return is \$350 (14-day late fine).
- F. Repeated late returns will result in temporary suspension of access to IRL kits.
- G. Access to circulating resources will be suspended until all late fines are paid.

## VIII. Missing and Damaged Resources

- A. If an item is missing from a kit upon return, the user will have 7 days to find and return the missing item. The resource will not be considered completely returned until the item is returned as well, and late fines will apply until the item is returned.
- B. After 7 days, the user will be billed for the replacement cost (plus shipping) for the missing item. Access to kits will be suspended until this replacement cost is paid in full.
- C. If an item is found to have been damaged while in a user's possession, IRL staff will determine repair or replacement costs. Vendors and manufacturers will be selected at the IRL's sole discretion. The user will be billed for the repair or replacement cost (plus shipping). Access to circulating resources will be suspended until this replacement cost is paid in full.

## IX. Summary of Fines

- A. It is not the intention of IRLs to use the system of fines as a significant source of revenue. These fines exist as encouragement to users to abide by the rules and policies laid out in this document. For the sake of transparency, below is a list of all fines that may be assessed to a student for reasons relating to IRL resources.
- B. Late Return of Resources
  1. Less than 1 hour: \$10
  2. 1 to 24 hours late: \$25
  3. 24+ hours: \$25/day. Maximum \$350.

- C. Repair of damaged and replacement of missing resources or components.
  - 1. Total repair or replacement and any shipping charges.
- D. Cleaning fee
  - 1. \$25

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Student ID \_\_\_\_\_