1. **CIRCULATING EQUIPMENT OWNED BY BROADCASTING AND MEDIA PRODUCTION IS AVAILABLE ON REQUEST:**

   - Requests must be submitted electronically via the electronic **Equipment Request form** on the **LIS Forms** page of **my.westminster**, and are handled on a first-come, first-serve basis. Advance notice of **two business days is required**. Same day requests and checkout are not possible.

   - The Broadcast Department reserves the right to refuse any equipment request.

   - Student requests require approval response from their instructor prior to scheduling. Only requests for class and/or station projects will be considered. All other requests will be refused.

   - The requestor is responsible for timely pick-up and return of borrowed equipment, and is solely responsible for any damages, theft, or loss occurring from rental to return. If necessary, the requestor will be charged accordingly to cover repair or replacement.

   - Pick up and return of circulating equipment must occur as scheduled on the reservation agreement.

   - Fines (as posted in MCC 368) will be charged for overdue returns and replacement costs if materials are lost or damaged. Any account with an unpaid fine can have an administrative hold placed on their account, freezing all borrowing privileges. Repeat offenses can result in termination of the account.
All other applicable policies outlined in the Westminster College Library and Information Services (LIS) Equipment Loan & Circulation Policies document are in effect.

2. REQUESTING EXTENSIONS:
   Requesting an extension does not absolve any patron from fines previously accumulated.

Extension policies:

- All extensions and extended loan periods require approval from associated faculty and the Technical Operations manager prior to completion.

- Submitting a request for an extension does not mean it is permissible.

- Only one extension per order is permitted.

- Extension requests must be submitted in person, by email or by phone prior to 4 PM one business day before the due date for all materials. "Date due" requests will not be honored.