

LOCATION, HOURS, and CONTACT INFORMATION

The Yale School of Art Digital Technology Office loans equipment to School of Art students who are actively enrolled in courses at the Yale School of Art. The Equipment Loan Room is located in the basement of 1156 Chapel Street (Green Hall), Room 215. **Equipment Loan Monitors will be stationed in room 215 weekdays from 12pm—4pm.** Students borrowing equipment should seek assistance in room 215, during a weekday time when an Equipment Loan Monitor is on duty. Information regarding the types and availability of equipment offered by the Digital Technology Office is available online: <http://art.yale.edu/DigLab>. Students can also email the Digital Technology Office for assistance: art.help@yale.edu. The official hours for Equipment Loan and Return are listed below:

Official hours for equipment loans are: Monday – Friday, 12pm – 4pm
Official hours for equipment return are: Monday – Friday, 12pm – 4pm

All equipment must be borrowed and returned to Green Hall, room 215. If there does not appear to be a monitor on duty in 215 during regularly scheduled hours, please contact the main Digital Technology Office in Green Hall, room 208. If you have trouble reaching Digital Technology Office personnel during official hours, please email art.help@yale.edu promptly.

ELIGIBLE BORROWERS

Only Yale School of Art students who are actively enrolled in courses at the Yale School of Art may check out School of Art equipment. Faculty members who need to borrow equipment should consult Johannes DeYoung, Anahita Vossoughi, or Sandra Burns, in the Green Hall and Edgewood Digital Technology Offices to make special arrangements. Equipment Loan Monitors are not permitted to loan equipment to faculty members, unless the faculty members have been pre-approved by Digital Technology Office personnel. Faculty members who have not been pre-approved will be referred by Equipment Loan Monitors to the appropriate Digital Technology Office personnel. Late and/or replacement equipment fees for faculty members with lost/damaged equipment will be billed to the faculty member's respective class or departmental budget.

ONLINE EQUIPMENT CATALOG

The Digital Technology Office Equipment Catalog is located online at: <http://art.yale.edu/Equipment>. Students must have a valid NetID and password to login to the catalog. Equipment type and availability are listed, along with technical specifications and loan durations for specific items. The catalog features an automated email notification system to remind borrowers about scheduled equipment pick-up times and return dates. The catalog also features an automated late-fee system for processing late and/or lost equipment fees: late borrowers will receive daily email notifications for each late-day charge that will be billed to the student's bursar account.

EQUIPMENT LOANS, RETURNS, and EXTENSIONS

To ensure reliable student borrowing and equipment availability, all student borrowers must sign out equipment and agree to loan conditions prior to taking possession of borrowed equipment. Students are responsible for returning all borrowed equipment **ON THE AGREED UPON RETURN DATE, BY 4PM**. Equipment returned late will be subject to an automatic \$60 late equipment fee for the first day late. Equipment that is more than one-day late will be subject to recurring \$60 late-fees for each additional day late, up to the value of the borrowed equipment. When the value of the equipment has been reached (after the initial \$60 late fee), the student will be responsible for the total replacement cost of the borrowed equipment.

Official hours for equipment return are: Monday – Friday, 12pm – 4pm. If you are unable to return during these hours on the scheduled date, please plan to return the equipment one day early. Equipment returned after 4 pm is considered late for that day and will result in a late fee.

Equipment Loan periods vary depending upon equipment type. The Digital Technology Office Equipment Catalog lists the standard loan periods for each equipment item. Loan extensions beyond the listed loan periods are conditional and at the discretion of Digital Technology Office personnel. Extensions are primarily subject to supply and demand. To avoid a late fee, extensions must be arranged before the equipment due date and confirmed in writing with the Digital Technology Office staff.

Equipment borrowers assume full responsibility for the well-being and safe return of borrowed equipment. The borrower also assumes full responsibility for the timely return of all borrowed equipment. Borrowed equipment that is lost or damaged while in possession of someone other than the borrower remains the borrower's full responsibility while under loan. Repeated failure to return equipment in a timely manner can result in the loss of borrowing privileges.

CONTACTING THE DIGITAL TECHNOLOGY OFFICE:

Yale School of Art, Digital Technology Office, 1156 Chapel Street, Room 208; phone: 203.432.9120; email: art.help@yale.edu