



## CLC Equipment Information

Equipment is available for loan to students, faculty, staff and community members from the Chapman Learning Commons Help Desk, located on the 3rd floor of the Irving K. Barber Learning Centre.

Some items can be booked in advance and longer loan times are possible. [Bookable items can be viewed here.](#) Even if all items are booked, we may have more at the desk for loan.

A digital or physical UBC Card is required to loan items to students, faculty and staff.

Community members must have a UBC Library card to loan items and only certain items are available to community members. Check our website to confirm.

## Loan Policies

Items cannot be renewed or extended once loaned out.

For detailed information on item loan period and fine rate please [see the item listing on our web page.](#)

Items with 1-day loan periods must be returned 30 minutes before the Help Desk closes unless otherwise informed by a staff member.

Items must be returned in good condition, with all necessary components. CLC staff reserve the right to restrict borrowing privileges for users who do not abide by our policies.

Cardholders who lose items will be charged late fees, a restocking fee, and an item replacement fee. *Do not repurchase lost equipment* as we can only purchase from authorized vendors.

The Chapman Learning Commons is not responsible for any damage to a user's computer, phone, or other equipment that might be caused by items borrowed from our Help Desk.

## Special Requests

If circumstances require a longer loan period than what is listed, submit an [Extended Loan Request.](#)

- **Request must be submitted 1 full business day or more advance.**
- Approved requests will receive an email confirmation which must be shown at the desk to receive the loan.
- Requests will be considered on a case-by-case basis. However, 1 week is generally the maximum approved loan time.
- Special requests on items already loaned out to you will not be considered.
- This request does not guarantee the item will be available at the time of loan.