

Checkout is reserved for BFA students, DIAP students or any student currently taking an EDM course.

Equipment is currently available on a **first-come first-serve** basis.

Online reservation system is coming soon.

What do I need for checkout?

- All students, faculty and staff must present a valid, current CCNY Student ID card.
- Proof you are enrolled in an EDM course, DIAP or in the BFA
- Fill out and **sign a lending Library contract.**
- Have knowledge of, or training on, the piece of equipment being borrowed [by being in an appropriate course or demonstrating skills].

How do I check out equipment?

<http://edm.arts.cuny.cuny.edu/edm/checkout.html>

- Go to the checkout URL and review the detailed list of available equipment
- Find a CLT or lab monitor in the offices or DOC,
- Request the equipment and fill out the lending agreement.

How long does checkout take?

- Allow at least 15 minutes for the equipment checkout.
 - Test digital still & video cameras before you leave.
- We check equipment before we hand it over, and we recommend that you thoroughly examine equipment before leaving. This ensures that you leave with working equipment.***

How long can I keep the equipment?

- Checkout is for 48 hours.
- For Friday or Saturday loan, equipment is due back Tuesday.

Can I keep my equipment longer?

NO! and NO exceptions!

- There are **no renewals or consecutive checkouts!**
- You must wait 2 days before checking out again.
- All equipment must be returned **no later than 5pm.**

What are the penalties for late return?

YOU RECEIVE A "STRIKE" for each day after the due date.

1 day late is 1 strike

2 days late is 2 strikes

3 days late is 3 strikes

Strike Rules

1 Strikes - warning

2 Strikes - two-week checkout ban

3 Strikes - semester checkout ban

Equipment must be for your use only, as specified in the loan. You may not borrow equipment for anyone else or lend our equipment to anyone. Lab privileges, including login accounts will be withdrawn if you do so.

Equipment is checked on return to ensure that it is in working order. Any damaged equipment must be fixed at the student's expense. Lost or unrepairable equipment must be replaced by the student with the exact item.

Borrowing Exhibition Equipment

EDM equipment can be borrowed for exhibitions & events that occur in the Compton-Goethals Gallery only.

To obtain equipment for your show, complete an **Exhibitions Request Form** at least 10 days in advance of the installation date. Make your request via email to Skiter or Michael. You will be required to meet with EDM staff to discuss your needs to ensure proper assignment & the a successful installation.

Hours of Operation:

Tuesday - Saturday 1:30pm - 5:00pm

Summer hours may vary.

EDM Closes for holidays & breaks on the academic calendar.