

FIBER TOOL CRIB POLICY AND AGREEMENT

The following describes the policies of using the Fiber Tool Crib:

Students must be prepared to present your MICA ID to show the staff when checking out supplies. The student may need to confirm identity when they are checking out equipment.

Check in and Check outs must be administered by Tool Crib Staff employee, a faculty member, or a Fiber Studio Manager.

The Tool Crib supplies are available to current Fiber students after signing the agreement.

The agreement signature is good for the full academic year. If a student drops a class, after the registered drop, the tool crib privileges are closed and they must return any equipment borrowed at this point. Anyone who has dropped, or is not currently a student with the Fiber Department, must fill out a permission form and be confirmed for use after signing this agreement. If a student has taken a course within the last year, normally the request is granted. If a student is a Fiber major the request is often granted. If the student has not taken a course, the request is reviewed by the Tool Crib Manager and the faculty who normally use the tools related to their classroom. The permission form is in the Tool Crib Form notebook. The Tool Crib Staff can give you a copy of this form. The Student Permission Form can be scanned and sent to medwardslongway@mica.edu or placed in Michelle Edwards Longway's mail box. The student will receive notice once confirmation is given.

EVERYONE using the Tool Crib must sign an agreement.

Students must be aware that items in the Tool Crib have various durations of check out time. Failure to bring an item back on its due date and time will result in a late fee. Students are responsible to ask the staff for the due date.

Late fee for items are one dollar per day. The Web Checkout system calculates late fees 20 minutes after its due date and time.

The department does not administer reservations for students. Items are on first come basis. Only items for the senior thesis show may be reserved. Seniors will be directed as exhibition date is near. Faculty are able to reserve tools for their class workshops or projects.

Depending on Fiber class needs, equipment may be on reserve for upcoming workshops, limiting or prohibiting check outs.

The Studio Manager or Tool Crib staff can request early return of equipment from the crib due to class workshops needs.

Students may be able to get permission to hold a tool for longer if the tool is available and the student has permission from the studio managers. Only managers can request staff to lengthen the check out period.

Students should not just leave equipment at the Fiber door or just leave the equipment in the crib and expect that the equipment will be checked in properly. Tool crib supplies must be check backed and reported by staff.

Students must stopped by the Tool Crib desk to check in or check out all equipment borrowed.

Equipment should be returned in the same condition that it was checked out. As the item is checked out, the student and staff should make a report if any damage or problem with the equipment is found. It is important for Health and Safety initiatives that any electrical cord problems are reported and any unusual condition of equipment be reported during check outs or check ins (power issue problems, damaged cords, strange odors or sounds). If this report is made the equipment is pulled from circulation.

If a student has a open fine from another Department using the Web Checkout or a late item from our records, they will need to clear the fine before using the Fiber Department Tool Crib.

If a student has equipment that was not checked out, and this is discovered, they will receive a late fee charge. (1 dollar for most equipment, 5 dollars for sewing machines or dressforms) Students may receive additional charges per day if not returned or properly checked out.

Read the Tool Crib Manual for more specific information. (lost or stolen items, items that are broken and need to be replaced, and how late fee fines are administered, ...)

Student Replacement Policy for Lost, Stolen or damaged equipment.

1. Students are responsible to cover the full replacement value of equipment that is lost, stolen or damaged that costs \$200.00 or less.
2. In addition to the first \$200.00 of loss, students are responsible to cover 10% of the value from \$201.00 up to \$25,000. The maximum a student will be charged is \$2,500.00. This responsibility is per occurrence.
3. Students are required to contact the department or check out center when equipment is stolen. Students must get a Police report if the occurrence took place off campus or contact Campus Safety for occurrences that occur on campus.
4. Equipment not returned after 10 business days with no correspondence from the student could be considered lost. Students may receive a replacement cost on their Student Account. Students are responsible for the replacement value based on the cost of that particular item. The above value information is considered.

FIBER TOOL CRIB USER AGREEMENT amended January 2019 Michelle Longway