

University of Kentucky

Department of Family and Consumer Sciences

Equipment Lending Library

Overview and Guidelines

- Family and Consumer Sciences Extension maintains an inventory of equipment available to FCS faculty and staff for use in their work. Only a person employed by the University may be permitted to borrow equipment from the *Family and Consumer Sciences Equipment Lending Library*.
- All equipment borrowed is to be picked up from, and returned to, room 102 Erikson Hall during the office hours of **8am-noon or 1-4pm**.
- First priority for use of the equipment shall be given to faculty, administration, and staff of Family and Consumer Sciences Extension for the purpose of facilitating meetings, programs, trainings, and other events related to the Department, School or College.
- Equipment is primarily for short-term checkout (typically four weeks or less) but longer usage is sometimes possible. Equipment is not available for permanent assignment.
- Those who borrow equipment are responsible for its care and should return it in the condition received with all cords, cables, and accessories.
- Equipment requests should be submitted at least 1 week in advance of your need to insure availability.
- Persons borrowing equipment will be asked to sign an inventory log upon receipt.
- In case of stolen equipment, notify the police immediately. If the theft occurs on campus, contact the University Police. If the theft occurs off campus, notify the city or state police or local authority. Call Jennifer Hunter at 859-576-2593 or Sarah Hanks at 270-519-5019 immediately.
- Failure to comply with these guidelines may result in the loss of privileges for use of equipment in the *Family and Consumer Sciences Equipment Lending Library*.

Equipment Reservation Contacts:

Primary
Nadxi Ramirez
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Secondary and Equipment Technical Support
Brian Fitzpatrick
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859-257-9408

Equipment must be picked up from and returned to 102 Erikson Hall during normal office hours (Monday through Friday between the hours of 8am-Noon or 1-4pm).