

Digital Creator Lab | Terms of Agreement and Expectations of Care

Overview and Expectations of Care

- Use the hardware respectfully and immediately notify IT Service Desk staff if equipment breaks or malfunctions while in your possession.
- You are responsible for the item while in your possession until the item is returned. Return item(s) exactly the way it was given to you upon check out.
- You are responsible for deleting all data from all storage devices before returning checked out equipment to the IT Service Desk.

Length of Reservations:

- Equipment can be checked out for up to 3 days or 72 hours. Return items on time or renew with the IT Service Desk before time of return.
- Students can renew a loan 1 consecutive time for the same equipment.

Lost or Missing Items

- If 30 days pass from the time the equipment was originally due, the cost of all missing equipment will be charged to the student's GVSU student account whose name is on the reservation.
- Until the replacement cost of the equipment is paid, the student will not be allowed to check out equipment from the Digital Creator Lab.

This QR code will take you to our Tutorial page for the equipment and software

