



VCU
Libraries

Innovative Media Usage Guidelines

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1. Equipment for Loan

- A.** Use of loanable equipment is limited to VCU students, faculty and employees on a first come, first served basis.
- B.** Equipment is checked out and returned at the Innovative Media service desk in The Workshop. Proof of VCU eID is required.
- C.** Equipment loans are for 3 days, and may be renewed one time for an additional 3 days via My Account (go.vcu.edu/mylibrary), email (theworkshop@vcu.edu), phone (804.827.3594) or in person.
- D.** There is a 24-hour courtesy period between when a borrower returns an item and may check it back out again.
- E.** Overdue fines for equipment are \$10/day.

2. In-house Resources

- A.** Use of in-house resources is limited to VCU students, faculty and employees. Friends of the Library with eIDs may have access secondary to VCU-related projects.
- B.** Users must check out and return stations and spaces at the Innovative Media service desk in The Workshop. VCU ID is required.
- C.** Some of the In-house equipment and spaces require training authorization prior to use. Please refer to The Workshop website (www.library.vcu.edu/workshop) for details.

- 3.** Staff are available for basic orientation and equipment support. For consultation or more detailed instruction, please schedule an appointment in advance via email (theworkshop@vcu.edu) or phone (804.927.3594).

4. Users must comply with applicable copyright law, VCU Computer and Network Resources Use Policy, Guidelines for Faculty and Staff Use of Communication Media, VCU Libraries Computer Resource Regulations, and VCU license agreements. Abuse of these policies could result in loss of privileges.