

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 from the due date will be considered lost. Students are responsible for the replacement value based on our policy.
5. Payment must be received by semester end and access to the Office of Exhibitions checkout will be suspended until payment is received in full.
6. This Policy is per occurrence for lost, stolen or damaged equipment due to negligent handling or improper installation.
7. Students must install equipment in a manner deemed “secure” and “safe” by the Office of Exhibitions. Exhibitions staff will provide all necessary tools and instruction for correct installation. Correctly installed equipment that is damaged or stolen while on view in a campus gallery will not be the responsibility of the student.