Earth and Space Sciences (ESS) Equipment Checkout Policy

ESS has an equipment checkout pool in the Main Office that includes projectors, laptops, adapters, cables, and various other assorted items. These items are available for checkout by members of the department (faculty, staff, and students) to assist with University functions (personal use of state resources is not allowed). Please visit the Main Office (JHN 070) during business hours to review available equipment or checkout & return equipment.

Checkout Duration Limits

As the ESS checkout pool only has one or two of each type of item we only allow items to be checked out a maximum of two business days without prior CompHelp approval. In general, if you need something for a longer period of time such as an entire quarter we suggest either purchasing your own if possible or checking with CompHelp to see if we have other equipment we can checkout for the longer period (for example previous generations of checkout equipment).

Off-Campus Usage of Checkout Equipment

For high-value items (projectors, laptops, DLSR cameras) any reservations for equipment that will be used off-campus must have either a faculty sponsor, Chair approval, or CompHelp approval. Extra care should be taken to ensure all accessories, cables, etc. are returned and not left behind.

This limitation does not apply to non-high-value items like cables and adapters.