

AAP STORE TOOL CHECKOUT POLICY

Annex work tables and small power tools are available to AAP students and those currently enrolled in AAP courses. Equipment is available on a first come first server basis, no reservations.

ANNEX WORK TABLE CHECKOUT

Loan Procedure

1. Checkout from the AAP Store and receive a **Table Loan Card**
2. Attach the Table Loan Card to the pocket on the table – do not detach the card from the table at any time during the loan period.
3. At the conclusion of the loan period clean off table completely and return the Table Loan Card to the AAP Store or the after-hours tool return bin.

Loan Period

48 hours

Late Returns

Students who fail to clean off their tables and return the Table Loan Card by the due date will be have a hold placed on their account. Holds prevent the student from being able to utilize other checkout centers in AAP such as the IT Lending Cage, Tjaden Darkroom and Print Media

POWER TOOL CHECKOUT

Inventory

Corded Drills Cordless Impact Drivers Heat Guns Jig Saws Mini Chop Saws Angle Grinder

Loan Period

48 hours

Late Returns

\$20 per day

Late fees will accumulate for all equipment at a rate of \$20 per day. After three days the equipment will be categorized as lost and the borrower will be charged the full replacement cost and loan privileges may be restricted.

RENEWALS

Renewals for both work tables and power tools may only be made in person with a Cornell ID card. Renewals cannot be made by phone or email. Borrowers do not need to bring in the equipment they want to renew.

BORROWER'S AGREEMENT

Borrowers will be asked to sign the following agreement:

By signing this agreement you are entitling The AAP Store (Cornell University) to collect all funds related to late fees and equipment replacement (such as lost, stolen, or damaged equipment). Late fees are calculated on a daily basis. On the third day of an unreturned checkout, the full price of the equipment will be deducted from your Cornell Card. If we cannot bill your Cornell Card we will bill your bursar account. The person signing the equipment out is responsible for all items checked out in their name.

DAMAGE

The borrower will be charged the cost to repair damaged items. If the damage cannot be repaired, the borrower will be charged the full replacement cost.

IMPROPER CARE

Any item or kit returned in a highly disorganized state, or showing signs of gross neglect and improper care, will result in fines (calculated per instance, according to the state of the equipment and the cost of professional cleaning).

LOST OR STOLEN

If an item is lost or stolen the borrower is responsible for the full replacement cost.