

# AAP STORE CHECKOUT POLICY

Annex shelf space and small power tools are available for checkout to AAP students and those currently enrolled in AAP courses. All checkouts are granted on a first come first serve basis, there are no reservations.

## ANNEX SHELF CHECKOUT

**Loan Period = 4 Days**

### Loan Procedure

1. Checkout a Shelf Loan Card
2. Attach the Loan Card to the pocket on the corresponding shelf.
3. At the end of the loan period clean shelf completely and return the Loan Card to the AAP Store or the after-hours bin.

\*ANNEX shelves are for active work only and may not be used for storage.

## POWER TOOL CHECKOUT

**Loan Period = 48 hours**

### Available Tools

1. Corded Drills
2. Cordless Impact Drivers
3. Heat Guns
4. Jig Saws
5. Mini Chop Saws

\*Drill bits and saw blades are NOT provided with equipment. These are available for purchase in the AAP store.

## RENEWALS

Renewals may only be made in person with a Cornell ID card. A wait list will be made if all shelves or tools are checked out. When there is a wait list you may only renew ONCE and then you MUST return the shelf or tool.

## LATE RETURNS

**LATE FEE = \$20 per day**

Late fees will be charged for all late equipment. After three days equipment will be considered lost and the borrower will be charged the full replacement cost.

## IMPROPER CARE

Students borrowing equipment are responsible for the condition of equipment while in their care. A student found abusing equipment and/or not following checkout policies may be charged a misuse fee or lose checkout privileges. If equipment is lost or damaged the borrower will be charged for the repair or replacement of the equipment.