

ELLISON DIE CUTS AND HEADPHONE USAGE POLICY

POLICY STATEMENT

Ellison die cuts and headphones may be checked out by Delta State University students, faculty, staff, and community members.

DEFINITIONS

Community Member: Any individual that is not a current student, faculty, or staff member at Delta State University.

Ellison Die Cuts: Letter, number, and shape cutters.

PROCEDURES AND RESPONSIBILITIES

Ellison Die Cuts may be checked out, **6 at a time**, by DSU students, faculty, staff, and community members.

- DSU students, faculty, and staff may check out die cuts by presenting their Okra Card.
- Community members, **age 17 or older**, may check out die cuts by presenting a valid state-issued ID (no other form of identification will be accepted).
- **For safety reasons, you must be 17 years or older to operate the die cutters.**

Headphones may be checked out, one pair per person, by DSU students, faculty, staff, and community members.

- DSU students, faculty, and staff may check out headphones by presenting their Okra Card.
- Community members, **age 17 or older**, may check out headphones by presenting a valid state-issued ID (no other form of identification will be accepted).

General Guidelines:

1. Both die cuts and headphones may be checked out for up to 2 hours.
2. Die cuts and headphones may be renewed if another patron is not waiting to use them.
3. If a patron doesn't return the item(s) within 2 hours, the person will accrue fines at a rate of \$.50 per hour.
4. If a die cut is damaged, patron is responsible for the cost of the die cut at the time of damage.
5. Fines and damage fees must be paid on an Okra Card or guest card.

Community Member Guidelines:

1. Must abide by the general guidelines outlined above.
2. The ID must belong to the person checking out the die cuts.
3. In the case of children under the age of 17, the adult must remain with the child at all times (Refer to Library Services Policy Regarding the Presence of Children).
4. **As a safety precaution, you must be 17 or older to operate the die cutters.**
5. Valid, state-issued IDs will be held at the front desk until all materials have been returned.
6. Any fines must be paid at the time of return using a guest card.

RELATED DOCUMENTS

- Library Services Policy Regarding the Presence of Children in Roberts-LaForge Library and Instructional Resources Center