**Equipment loans**

**Description**

**Students**

The UCLA Library and CLICC provide technology support and equipment loans to UCLA students in support of learning and research activities.

By creating an account on the [CLICC Reservations Portal](#), currently enrolled students can request to reserve equipment to support them while pursuing UCLA academic activities. Most loan periods span one academic quarter.

Students may request CLICC equipment for use during Summer Sessions courses as well, using the same [CLICC Reservations Portal](#).

Equipment will be due back on or shortly after the last day of exams for the quarter.

Equipment available, while supplies last, include:

- Laptops (Dell, HP, Macbook)
- Chromebooks
- Camcorder cameras
- Portable projector

In distributing equipment, specific course needs such as specialized applications and hardware required for assignments, will be considered. Due to limited supplies, students may not receive their first-choice model, operating system or carrier.

**Instructors**

In partnership with Information Technology Services (ITS), the Library has received additional equipment available for loans to instructors including teaching assistants (TAs) in support of teaching.

Equipment available, while supplies last, include:

- Document cameras
- iPads
- Laptops (Dell Touchscreen, HP, MacAir, MacbookPro)

Instructors are encouraged to request equipment from their department or visit [https://keepteaching.ucla.edu](https://keepteaching.ucla.edu). If a department is unable to provide equipment, then instructors may borrow equipment from the Library. All equipment will be available while supplies last.

By creating an account on the [CLICC Reservations Portal](#), currently employed instructors can request to reserve equipment for use during the academic term to support them while teaching. Most loan periods will span the quarter.

**Policies**

- Equipment borrowing privileges may be revoked or suspended based on violations of policies at the discretion of Library Administration.
- Prior to Spring, 2020, the UCLA Library and CLICC loaned any available equipment to all students, faculty and staff on a first come, first served basis. Beginning Summer, 2020, the UCLA Library and CLICC will prioritize students with demonstrated course-related technology needs and work with Information Technology Services to procure additional equipment when possible. Course-related technology needs will be identified by campus surveys of faculty and students. Loan periods will span the quarter or academic year when possible. [CLICC fines and replacement costs](#) will apply to all equipment loaned.
- The [Academic Continuity Task Force](#) has provided the following parameters for UCLA Library technology lending.
  - International shipping for borrowed devices is not available.
Instructors are encouraged to request equipment from their department or visit https://keepeteaching.ucla.edu. If a department is unable to provide equipment, then instructors may borrow equipment from the Library. All equipment will be available while supplies last.

- Staff are currently not eligible for instruction-related equipment lending and should contact their departments or visit Information Technology Services; supplies permitting, some short-term loans for equipment may be available.
- “Bulk borrowing” where a staff person submits a list of instructors for borrowing devices will not be possible. Instructors may designate a proxy to pick up multiple devices but the online requests must be made individually with both the proxy and the instructors’ emails. Departments may submit requests on behalf of instructors or TAs but there must be an online request form created for each instructor to ensure that the instructor is aware of the device being loaned in their name.

**Returns & Fees**

Arrangements will be made for the safe return of equipment and due dates will be adjusted to ensure safe returns. CLICC will communicate with the borrower and schedule drop-off returns. Shipping may be available for those who cannot drop-off the equipment. If a CLICC laptop or other equipment is not returned, fees may be charged:

- **After 24 hours** from overdue, an Item Replacement Fee and a $43 flat processing fee will be charged
- **For short-term loans** $0.20 per minute after a laptop or any equipment is late - late fees will not be assessed for long-term loans

**PLEASE NOTE:** During remote instruction, only processing and replacement fees will continue to be implemented.

Users are also responsible for any items that have been tampered with in any way or are missing.

Laptop and equipment fees are billed to your BAR account and show up a few days after the item is considered overdue.

**Extensions**

UCLA students are eligible for extensions based on need. Students in need of an extension can respond to any messages regarding due dates with information about their need for an extension for consideration.

During Spring Quarter, CLICC will contact students who are formally enrolled in Summer Session courses regarding extensions of equipment through Summer Sessions.

**Submit a Request**
This service is available to UCLA students, staff, and faculty.

If this service is not available to you, and you have questions, please send an email to techhelp@library.ucla.edu for more information.

Please visit the UCLA Library IT Services portal to raise a request.

- Instructional Technology & Reserves
- Internet & Network
- Internet connection
- Intota
- JasperReports
- Laptop lending
- Laser etching & laser cutting
- Library domain
- Load Course Reserves in to CCLE
- Lynda.com
- Machine Learning /Artificial Intelligence (ML /AI)
- Macro Express
- MARCIVE GovDocs load
- Moving and relocation
- OCLC daily load
- Oversize printing
- Printers
- Printing
- Printing & Scanning
- Project Management Services - DIIT
- PromptCat load
- Publication Management System
- Remote access
- Remote desktop
- Search Engine Optimization (SEO)
- Security
- SIA (Summary of Instructional Activity) database
- Software
- Software configuration
- Storage & Cloud Services
- Study rooms
- Training & Consultation
- UCLA Dataverse
- UCLA Library Catalog
- Usability
- Voyager
- Voyager account
- Voyager user privileges
- Web accessibility
- Web design
- Web service implementation
- WiFi
• Windows Server Update Services Server (WSUS)
• Wireframing
• Zoom