Wiekamp Educational Resource Commons (WERC)

Special Education Assistive Technology Loan policy

Policies to use media room/equipment/games are:

* Media room time slots limited to 2 hours. The room may be reserved for groups of 2-4. If person/group does not appear after 10 min. the room becomes available first come first serve.
* Media room holds 2-4 people
* Reservations require a valid IU email address.
* Video games require valid library ID for checkout.
* Equipment/games may not be interlibrary loaned.

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|  | Faculty/Staff | Graduate/Undergrad | Indiana Resident |
| Media Room  E & A 2010D | 2 hours per day | 2 hours per day | 2 hours per day |
| X box/Wii consoles | 2 hours in house use only | 2 hours in house use only | 2 hours in house use only |
| Assistive tech. equipment | 2 days | 2 days | 2 days |
| Video Games | 2 days | 2 days | 2 hours in house use only |
| IPAD/Tablet | 2 hours in WERC use only | 2 hours in WERC use only | NA |
|  | Must have Library ID | Must have Library ID | Must have Library ID |

Special note: Do not return materials in WERC & Schurz library book drops. Return to staff at front desk.

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| **WERC fine policies** | Staff, Student, or Indiana resident |
| **Assistive technology equipment** | $10/day |
| **XBOX/Wii games** | $1/day |
| **Recall fines** | $25 per item |
| **Replacement fees** | $83 or higher costs  Fees are based on the average cost of an item, the maximum overdue fine and a processing fee. |