

LEARNING RESOURCE CENTER DAMAGE POLICY

The Learning Resource Center loans educational materials¹ to students enrolled at Mercer School of Medicine as well as students enrolled in other degree programs within the University and students from neighboring institutions. All students are expected to treat these resources with extreme care. Many of the LRC items are inherently expensive and their routine replacement is not possible. As adults, students are expected to take responsibility for all resources they check-out and to return them in good condition.

All items are loaned to a single individual who maintains sole responsibility for their return. Borrowed items intended for group use are the responsibility of the individual who signs them out of the LRC.

Items returned damaged will be carefully documented and a report sent to the director of the Library. The director will determine the appropriate remission on an individual basis. The director's decision will be based on the circumstances leading to the damage, the extent of the damage, the cost of replacement and/or repair of the item and the inconvenience incurred by other students as a result of said damage. It may be recommended that the student pay full, partial or no replacement costs.

The student may appeal the decision to the Library and Learning Resources Committee within 10 days of receiving written notice of the decision.

¹**“Materials” are any item(s) the LRC currently makes available for patron use or which is used at the LRC facility. At present these include but are not limited to: anatomical charts; anatomical models; articulated and non-articulated skeletons; x-rays; microscopes; histology slide sets and computer hardware/software.**