

Omega Equipment Check Out

Length of Time and number of items:

Item	Length of time/# of items
Art Supplies	24 hours/1
Board Games	24 hours/1
Book	72 hours/1
Electronic Games	24 hours/5
Kitchen Key	4 hours/1
Kitchen Supplies	4 hours/25
Movies (DVD/VHS/TV Shows)	24 hours/1
Music Book	24 hours/1
Music Key	2 hours/1
Puzzles	24 hours/1
Sports Equipment	24 hours/5
Table Games	2 hours/1
Tools	2 hours/1
Tutor Room Key	2 hours/1
Umbrella	24 hours/1
Vacuums	2 hours/1

Procedures for Overdue items:

Overdue Item Notification Method:

Automated OMEGA message sent out to inform resident of overdue item

Overdue Item Reminder Method:

Automated OMEGA message continually sent to remind resident about overdue item. After 3 days, Supervisor sends email to resident to remind them of overdue item and inform them that if they do not return the item within 24 hours they will lose check-out privileges and potentially be billed for the missing/lost item.

Suspension Structure:

If a resident fails to return an item on time on three separate occasions, they will be suspended from checking anything out from the desk for a period of two weeks. After those two weeks, the resident will be permitted to check-out items again.

Banning Structure:

On a resident's fourth overdue item, they will be banned from checking out any item from the desk for the remainder of the semester.

Appeals Process:

Residents email supervisor to appeal. Supervisor dealt with appeal case by case, depending on the tone of the email and actual situation. If a resident has an appeal regarding a damaged or broken item, the RLC and AC are also consulted.

Opening the Omega Check-out Process to Students:

Items will be available to students the first day they check-in to the residence halls.

Closing the Omega Check-out Process to Students:

Item	Close Date
Art Supplies	3 days before closing
Board Games	3 days before closing
Book	3 days before closing
Electronic Games	3 days before closing
Kitchen Key	3 days before closing
Kitchen Supplies	3 days before closing
Movies (DVD/VHS/TV Shows)	3 days before closing
Music Book	3 days before closing
Music Key	Last day of classes
Puzzles	3 days before closing
Sports Equipment	Last day of classes
Table Games	Last day of classes
Tools	3 days before closing
Tutor Room Key	3 days before closing
Umbrella	3 days before closing
Vacuums	3 days before closing

Billing for Omega Items:

Desk Supervisors will bill for items that have been damaged or unreturned a week after items are to have been returned. Any appeals for charges will be sent to and reviewed by the RLO of the unit.

Billing Prices:

Movies: \$25.00

Multiple Disc Set Movies and Shows: replacement cost plus a \$10.00 purchasing and restocking fee

Multiple Disc Movies: replacement cost plus a \$10.00 purchasing and restocking fee

Board Games: \$15.00

Kitchen Equipment:

Utensils: \$10.00

Post and Pans: \$15.00

Other items: will be charged at the replacement cost found by staff plus a \$10.00 purchasing and restocking fee