

# Borrow multimedia equipment from LITS

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Tags: [Video Editing](#) [Audio Editing](#)

LITS lends **digital cameras, optical drives, camcorders, webcams, portable dvd players, microphones, tripods** and more to Bryn Mawr College faculty, students and staff.

1. See [Tripod](#) for the full list of **ETS Canaday lending program** devices and their availability.
2. Ask for an item at **Canaday Circulation desk** during open hours to check it out.
  - o Equipment is available on a **first-come, first-served** basis.
  - o Loans are for **7 days** and **non-renewable**.
  - o You will be required to sign a **loan agreement form** before taking possession of the equipment. Please read the form to ensure that you understand the terms of the loan.
3. Before you return a device, check that:
  - o You have downloaded and deleted personal files if relevant (for example, pictures on a digital camera).
  - o You have everything named in the **contents list inside the bag: cords, peripherals, media**. Staff will check returned equipment to ensure it still works and all accessories have been returned; borrowers are responsible for loss or damage.
4. **Return equipment to the Canaday Circulation Desk** during open hours. Do **not** leave it in the Book Drop outside of Canaday or the circulation desks at Carpenter or Collier Libraries.

## Support

- If you have a question about a device in the loan pool, please email [help@brynmawr.edu](mailto:help@brynmawr.edu) and a staff member will get back to you.
- For questions about equipment you've checked out, please include the 14-digit barcode number (starting with 3 1796...) that is affixed to the inside of the bag or on the device itself.

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** 610-526-7440 | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

