

## Web Cam Policies and Guidelines

28 September 2009

Web cams must be returned in the same condition as they were received, along with ALL accessories.

### **Guidelines**

1. Keep the web cam as clean and dry as possible.
2. The web cam must be returned in the same condition as it was at checkout.
3. It is the responsibility of the user to promptly report any damage to the Collaboratory Manager, who will assess the damage and bill the user if necessary. The decision to bill the user for any damages will be made at the discretion of the Manager and Director of the Collaboratory.

### **The undersigned agrees to...**

1. keep the web cam as clean and dry as possible.
2. return the web cam in the same state as received.
3. return all accessories.
4. report any damage incurred.
5. return the web cam on the date agreed upon during checkout.

