

GEAR SHED RENTAL INSTRUCTIONS

The following instructions were developed to provide the entire VLS community (Students, Staff and Faculty) with access to outdoor equipment. Failure to follow the procedure will result in accountability and quality breakdowns, ultimately compromising everyone's ability to enjoy the Gear Shed. Please do your part to ensure that the Gear Shed runs smoothly for everyone.

Check-Out

1. **FILL-OUT and READ** a 2011-2012 [Release of Liability and Assumption of Risk Agreement](#). (available online and at the Library Circulation desk). Return signed form to the library circulation desk. They will keep your form on file.
2. **Verify equipment availability** and current inventory online through Julien in the VLS library catalog ([Outdoors Club course reserve](#)).
3. **Check-out the Gear Shed Key** from the Library Circulation Desk.
4. **Pull desired equipment and bar code tag(s)** from the Gear Shed. Bring bar code tag(s) and Gear Shed key back to the library circulation desk for **check-out**. Fill out the Rental Agreement and list each item checked-out.
5. Enjoy the gear responsibly.

Return

1. **Check-in equipment** at the Library Circulation Desk using the barcode tag(s) left at Circulation, now filed under your last name. If equipment has been damaged or lost, please make note on the **Rental Agreement** left at the Circulation Desk.
2. **Check-out the Gear Shed Key**.
3. **Return the equipment** to the Gear Shed, replacing the barcode tag(s) and leaving the Gear Shed and the equipment in the same condition as you found them.
4. **Check-in the Gear Shed Key** to circulation.

*****FAILURE TO ABIDE BY THESE INSTRUCTIONS
WILL RESULT IN THE SUSPENSION OF A VLS
COMMUNITY MEMBER'S ABILITY TO UTILIZE THE
GEAR SHED*****