
Lending Library FAQs

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What is the Visual Arts + Media Lending Library?

The Visual Arts + Media Lending Library is a free service provided by SUNY Adirondack to support students enrolled in Visual Arts + Media coursework. It provides access to all the equipment needed to complete assignments for these courses. Students currently enrolled in at least one Visual Arts + Media class are eligible to borrow equipment.

Where is the Lending Library?

We are on the ground floor of Washington Hall, Room G13. Look for the decorated Lending Library door outside of Classroom G08.

How does it work?


Borrowing equipment is simple. Visit the Lending Library during our open hours and bring the following items on your first visit:

- A photo ID
- Your Banner ID number
- Your student email address
- A current phone number
- A list of Visual Arts + Media courses you are enrolled in

Once your account is set up, you can borrow equipment immediately.

How much does it cost?

This is a free service—no rental or late fees are charged. However, you are responsible for returning equipment in good condition. Charges may apply for the repair or replacement of



equipment that is lost, stolen, or damaged beyond normal wear and tear. If fees are assessed, the Business Office will issue a bill. Note: The Lending Library does not handle any monetary transactions.

When are you open?

The Lending Library begins lending after the Add/Drop/Late Registration period ends, typically after the first week of classes. Hours of operation vary each semester.

- During the semester: Hours are posted on the Lending Library door, on classroom markerboards, and shared with instructors who will forward the information to students.
- During Summer and Winter terms: The library operates by appointment only. To schedule a time, email Jessika at ericksonj@sunyacc.edu from your student email.

What happens if I return equipment late?

The Lending Library does not charge late fees. If you return items late:

- You may receive a warning for your first offense.
- Repeated late returns could result in restrictions on borrowing equipment in the future.
- For equipment more than 30 days overdue, a replacement charge will be assessed, and your account may be sent to the Business Office for billing.

How do I return equipment?

All equipment must be returned directly to Lending Library staff during operating hours. Items left outside the Lending Library or with other departments (e.g., Campus Security) will not be considered returned, and you will remain responsible for the equipment.

Can I borrow equipment if I am not taking Visual Arts + Media classes?

No, the Lending Library is reserved for Visual Arts + Media coursework due to limited resources. However, the IT department provides technology for students in other programs. Visit the IT Help Desk in the Scoville Library for more information.

Can I receive Lending Library Equipment through the mail?

No, all transactions must be done in person to verify the borrower's identity. For this reason, we cannot leave equipment with third parties such as mailroom staff or campus security.

If you have any questions, please contact me at ericksonj@sunyacc.edu or call 518-832-7661 during our open hours.