

Penn State Harrisburg Library

Authorization for Ellison AllStar Die-Cutter Loan

The Ellison AllStar Die-Cutter and a selection of dies are available at the circulation/reserves desk for loan to registered Penn State students, faculty, and staff. This equipment is available on a first-come, first-served basis and cannot be reserved ahead of time. By your signature below, you, as the borrower of the die-cutter and dies, agree to use this equipment in accordance with all Penn State and University Libraries guidelines.

Specifically:

- If this is your first time using the die-cutter, **you are strongly recommended to make an appointment with Bernadette Lear (BAL19@psu.edu, 717-948-6360) to learn how to use it.**
- You must borrow the die-cutter, all the dies, and the carrying case – dies do not circulate individually.
- The Library does not supply paper or other consumable materials for this equipment.
- The equipment may be checked out for **3 days** and must be returned before renewal.
- The equipment must be **returned to a staff member at the circulation/reserves desk.**
- If the equipment is not returned to the circulation/reserves desk before its due date, the borrower will be assessed **overdue fees of \$3.00/day** for each day overdue, up to a maximum of \$15.00.
- If the equipment is not returned within 30 days of its due date, it will be presumed lost and **replacement fees of \$1,000.00**, in addition to overdue fees, may be assessed.
- **The borrower of the die-cutter, dies, and carrying-case assumes full responsibility for damage, loss, or theft.** If damage occurs to the equipment or any of its component or accessories, **charges for repair or replacement will be imposed.**
- **Student borrowers authorize Penn State to charge their Student Accounts, including any financial aid awards,** for repair and replacement fees if necessary.
- **Penn State employee borrowers** authorize the Libraries, after appropriate notice, to **deduct from their paycheck** any fees incurred in the use of this equipment.
- If the equipment is damaged, lost, or stolen while under the borrower's care, **repair or replacement fees of up to \$1,000.00** may be assessed. Note: **Do not leave this equipment unattended for any reason.**
- This equipment was purchased through a grant from the Student Activities Fund, 2006/2007.

Borrower's Signature: _____

Date: _____

Local Address: _____

Local Phone: _____ **Access Account ID:** _____

Status (circle all that apply): UGRAD GRAD FACULTY STAFF

Staff Use Only Attach the date due slip to this form

Inspection Checklist: Checkout:

Die-Cutter _____ Instruction Booklet _____ Cutting Pad _____ Shims (2) _____

Carrying Case _____ Dies (37 – see back of this form for checklist) _____

Physical damage (scratches, dents, etc.)? No _____ Yes _____ If yes, describe: _____

Date/Time Borrowed: _____ **Staff Initials (checkout):** _____

Inspection Checklist: Return (circle any missing items):

Die-Cutter _____ Instruction Booklet _____ Cutting Pad _____ Shims (2) _____

Carrying Case _____ Dies (37 – see back of this form for checklist) _____

Physical damage (scratches, dents, etc.)? No _____ Yes _____ If yes, describe: _____

Inspection Successful? Yes _____ No (reason) _____ **Discharged?** Yes _____ No _____

Date/Time Returned: _____ **Staff Initials (check-in/return):** _____

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Ellison AllStar Die Checklist

Total Number of Dies: 37

Die Name	Number
Bird #2	A10368
Birthday Cake & Candles	A10117
Book, Open	A10118
Border, Fence	A10605
Border, Hearts	A10606
Border, Scallop	A10607
Border, Wave	A10608
Butterfly	A10120
Car	A10122
Cat	A10123
Christmas Ornament	A10126
Circle, 4"	A10211
Circle, 1/3	A10206
Circle, 1/8	A10208
Cow #2	A10373
Dinosaur, Brontosaurus	A10134
Duck	A10137
Elephant	A10138
Flower, Sunflower	A10144
Ghost	A10148
Graduation Gap	A10151
Handprint, Baby	A10153
Horse	A10381
Leaf, Maple	A10162
Lion	A10383
Mitten	A10163
Monkey	A10593
Pig	A10167
Pumpkin	A10169
Rectangle, 3"x4"	A10218
Snowman	A10179
Square, 4"	A10222
Star	A10181
Tree	A10194
Tree, Christmas	A10195
Tree, Palm	A10403
Triangle, 4" Sides	A10224