

# Welcome to the CDS Cage

[cdsage@gmail.com](mailto:cdsage@gmail.com) | 919.660.3609

## Hours of Operation

### CAGE HOURS:

Monday – Thursday: 9:30 AM–8:30 PM

Friday: 9:30 AM–6:30 PM

Saturday: 9:30 AM–4:30 PM

Sunday: Closed

### LAB HOURS:

Monday–Thursday: 9 AM–8:30 PM

Friday: 9 AM–6:30 PM

Saturday: 9 AM–4:30 PM

Sunday: Closed

-Labs are open for use during these hours, unless occupied by a class. To check the availability of the labs, go to Google calendar:

[www.google.com/calendar](http://www.google.com/calendar)

Username: cdslabcalendar

Password: checkcalendar

-If you're unsure about building hours for holidays, please refer to the Center for Documentary Studies website: <http://cds.aas.duke.edu>

# Checkout Policies

The Cage contains a variety of equipment available for checkout. In order to be eligible for equipment use, students must be currently enrolled in a relevant course at the CDS.

All requests for equipment must be submitted via the web-form at [www.cdscage.com](http://www.cdscage.com) at least 24 hours in advance of desired checkout time. No one will be able to check out equipment from the Cage without filling out the web form, and receiving a confirmation email.

The maximum checkout period is one week. In order to keep equipment past the scheduled return date, an extension request form must be submitted 24 hours in advance of the scheduled return time. Do not keep any items past the return date unless an extension has been confirmed.

***Remember to return equipment at the scheduled appointment time. Failure to return on time will result in a late fee of \$5 per day. Students are obligated to pay for lost and broken equipment. Failure to pay fines will result in the loss of lab/checkout privileges and the withholding of grades.***

***Failure to keep your appointment for a pick-up will result in the loss of your reservation.***

## Lockers:

There are 40 lockers available for rental at no cost for students and instructors. If you have a need to store supplies at CDS, you can contact the Cage to request locker space. **All locker keys are due by the last day of the semester. Failure to return locker key will result in a \$25 re-keying fee.**

## Materials:

There are materials for sale in the Cage that correspond with materials needed for lab courses. For a list of all available materials, please visit the Cage.

**By signing below, I agree to follow all policies as outlined in the CDS Checkout Policies. Failure to comply with these policies will result in the loss of Cage checkout and lab privileges. I also agree to be financially liable for all fees incurred as a result of loss, damage, or late check-in of equipment.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Unique ID:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Instructor / Course Name:** \_\_\_\_\_