

Borrowing Equipment? Please Note:

EQUIPMENT LOAN CONDITIONS OF LOAN

Equipment on loan is NOT covered by the University Insurance – it is the borrower's responsibility to ensure that they have suitable insurance coverage.

By signing for the equipment, the borrower accepts all responsibility for it while it is in their possession.

Borrowers must provide a current address, contact e-mail and phone number and advise any changes.

DO NOT:

- Leave equipment in vehicles or unsecured storage overnight.
- Use any equipment in dirty or hostile environments such as beaches, quarries, snow / water or cowsheds. Do not use any equipment in the rain.
- Use equipment around heavily intoxicated persons or in potentially violent or dangerous situations.
- Attempt to fix any faults or equipment damage yourself.

DO:

- Return the equipment at the correct time (see policy below).
- Contact the counter team (838 4008) if your booking needs extending.
- Notify us of any damage or faulty equipment as soon as possible.
- Treat all equipment carefully, paying attention to handling and storage.
- Re-pack equipment properly, including rolling cables tidily. Remember leads, power supplies, lens caps and batteries. Remove any tapes and clear media cards.
- Ask if you are unsure of how to use the equipment.
- Discuss any unusual requirements with the counter team in advance.

Policy on length of loan:

Cameras and Accessories: Unless previously arranged in writing, maximum loan period is OVERNIGHT or WEEKEND (Fri-Mon) ONLY.

Dictaphones, Transcribers: Maximum loan period is ONE WEEK, subject to the following policy.

- All equipment must be returned before the due time – late returns will result in suspension of loan privileges.
- When demand is high, loan periods may be restricted to LESS than one week at the discretion of counter staff.
- When demand is slight, loan period may be extended subject to the Borrower phoning EVERY WEEK to ensure that extending the booking will not conflict with other users.
- In the event of excessive demand, Counter staff may ask for recall of equipment, beginning with long term users.
- Failure to renew long term bookings every week may be treated as loss or theft of the equipment. In this instance we will charge for replacement equipment.

Important: We aim to provide a fair and reasonable service for all our clients. Borrowers breaching these conditions will initially be warned; subsequent breaches will result in loan privileges being suspended. Damage caused by improper handling will be charged to the borrower.

*****Late returns of equipment will be fined \$10.00 per day *****