

WISA AV EQUIPMENT LOAN AGREEMENT (AV1-2025)

Please read this agreement carefully, then complete and sign overleaf.

OPENING TIMES

1. Equipment is available during term-time, on the days and times displayed outside each storeroom.
2. Equipment can only be collected and returned during advertised times.

HEALTH & SAFETY

1. Students must complete a H&S induction before being allowed to borrow equipment.
2. Some equipment may only be loaned out following additional inductions for that equipment.
3. You may be required to complete and have approved a risk assessment form before loaning equipment, depending on the nature of the project/programme. You should allow additional time to complete the risk assessment in your schedule.
4. Use of equipment in higher-risk environments is at the technician's discretion.

RESERVATIONS

1. It is recommended borrowers reserve any equipment at least 48 hours in advance. Availability cannot be guaranteed on the day.
2. The technicians can advise on equipment availability and suitability before equipment is requested.

LOANS

1. You must have a valid student card to borrow equipment and must have signed this agreement.
2. Postgraduate and 3rd-year undergraduate students will be given priority on equipment during busy periods.
3. The standard loan period for all equipment is two working days, unless otherwise specified.
 - a. Loans longer than two days and up to one week may be given at the technician's discretion.
 - b. Extended loans longer than one week must be requested by completing an Extended Loan Form at least five working days in advance, which must be approved by a Principal TD or Academic Director.
4. Loaned equipment is for the sole, non-transferable use of the borrower for the purposes of undertaking an assignment or other work for the University only.
5. Where equipment will be taken overseas, the borrower must provide their own insurance, evidence of which must be shared with the technician before equipment can be handed over.

SAFEKEEPING

1. The borrower accepts full responsibility for the proper safekeeping of borrowed equipment, including using any equipment in accordance with the manufacturer's and/or technician's instructions and its responsible custody and care.
2. Borrowers are advised to inspect equipment when loaned and to document kit inventories before use; any issues should be flagged with the technician immediately.

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RETURNS

1. Equipment must be personally returned to stores by the borrower for equipment to be inspected and the loan cleared from the system.
2. Equipment must be returned to the same stores from which it was borrowed.
3. All equipment must be returned clean and in the same condition as received, with batteries fully charged where chargers are supplied.
4. The University reserves the right to recall equipment at any time, for any reason.

FINES

1. Failure to return equipment on time or returning equipment in an unsuitable condition may result in a fine.
2. Fine rates are documented in the Student Handbook or explained by the technician.
3. Fines can be paid on the university's online shop as advised by the technician.
4. Fines must be cleared before the borrower may take further equipment loans.

LOSS, FAULTS, DAMAGE & THEFT

1. Any incident involving borrowed equipment must be reported to the technician straight away.
2. Borrowers must not attempt to repair any fault or damage themselves.
3. Any loss or damage caused through clear negligence of the borrower, such as improper use of equipment or failure of custodial care, will leave the borrower liable for the cost of repair or replacement as necessary.
4. In the case of theft, a police crime number must be provided in lieu of equipment.

YOUR DETAILS

ALL fields are required – please write legibly and in UPPERCASE

Name Student no.

Course Library no.

Email Phone no.

All personal details will be stored in strict accordance with the GDPR and other relevant data protection laws and used solely for the purpose of administering the loans system.

DECLARATION

I have fully read and understood the above agreement and agree to be bound by its terms.

Signed  Date

OFFICE USE ONLY

Induction date

TD