

BY SIGNING OVERLEAF, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. Equipment is available daily, during the times on display outside the storeroom.
2. Equipment may only be issued to current students with a valid **student card** or to staff members with a valid **staff card**.
 - 2.1. Priority on equipment loans, as well as extended loan periods will be given to postgraduate and 3rd year undergraduate students.
 - 2.2. Students are required to undergo safety induction workshops before they may use specific items of equipment.
3. 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. Any other uses are subject to different conditions and are not covered by this agreement.
 - 3.1. The University reserves both legal and beneficial title in the goods always.
 - 3.2. Equipment must be personally returned to stores by the borrower for equipment to be inspected for any damage and the loan cleared from the system.
 - 3.3. All equipment must be returned clean and in the same condition as received. Failure to do so may result in a fine or ban.
4. The standard loan period for all items is **2 (two) working days**.
 - 4.1. Equipment borrowed on a Thursday or Friday will be due back the following Monday.
 - 4.2. Extended loan periods must be prearranged with the technician authorised by the PD and Dean, an extended loans form must be completed, authorised and submitted **5 working days** minimum before the loan. Authorisation of extended loans will depend on duration and equipment availability, as well as the previous reliability of the borrower.
 - 4.3. The finance department will not approve completed authorised extended loans forms received too late to effect insurance cover and any claims arising will become the borrower's liability.
5. Equipment must be returned by the due date before **9:30AM** unless otherwise specified and agreed with the technician.
 - 5.1. You will be unable to borrow further equipment until all previously borrowed equipment is returned other than as part of an authorised loan extension.
 - 5.2. The University reserves the right to recall equipment at any time and for any reason without giving notice.
6. Failure to return equipment on time will cause a fine and/or ban to be levied:
 - 6.1. Fines will be charged at **£5** per day per item of standard equipment, or **£10** per day per item of limited equipment up to the value of the equipment.
 - 6.1.1. A list of limited equipment will be placed on display near the storeroom.
 - 6.2. Failure to pay fines will be registered with the University's finance department who will record the student/staff member as a debtor.
 - 6.3. Repeated late returns may result in a ban.
7. It is the responsibility of the borrower for the safe keeping of all equipment loaned to them, to prevent loss and damage.
 - 7.1. Payment for damage or loss through neglect or improper use of any equipment (up to a maximum of **£1000**) will be the responsibility of the student/staff member who loaned the equipment.

PLEASE TURN OVER

- 7.2. In the event of theft, a valid police crime number must be supplied in lieu of equipment. This information must be emailed to the PD and technician as soon as possible.
- 7.3. The utmost care must be exercised in the use of the equipment whilst off the University's premises. Any damage to the equipment must be reported immediately by email and upon return to the University store. The extent of the damage and details of the event must be put in writing and emailed to the PD and technician.
- 7.4. The individual accepts full responsibility for any loss or damage to the equipment caused by the individual's negligence or improper use. 'Improper use' includes using the equipment otherwise than in accordance with the manufacturers' and/or the University's instructions, using the equipment for a purpose other than intended or allowing the equipment out of your control and custody and failing to protect it from loss or damage.
- 7.5. In the event of a problem with the equipment during the loan period please inform the department technicians as soon as possible and do not attempt to repair damages yourself as this could invalidate any warranty and make the individual liable for damage/replacement costs.
8. The technician cannot guarantee that batteries will be supplied fully charged. The borrower should allow time for charging in their schedule.
 - 8.1. You are requested to return batteries fully charged for equipment that is supplied with charging adapters.
9. A valid student card is also required to use the University's resources (including lab, studio spaces fixed equipment).
 - 9.1. Students and staff are responsible for appropriate uses of resources including ensuring areas are left tidy after use and adhering to relevant health and safety rules.
 - 9.2. Students are required to undergo a lab or studio safety induction session before they may use any resources.
10. Alterations to this agreement may, from time to time, be displayed near the storeroom. Continued use of the facilities requires acceptance of these changes.

End of Agreement Terms and Conditions

Declaration/Details (ALL fields are required – please write legibly and in CAPITALS)

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

Print name **P/Staff no.**

Course **Level**

Telephone **E-mail**

Signed  **Date**

All personal details will be stored in strict accordance with the relevant data protection laws.