

Andrews LRC - Equipment Loan Form

Valid from 26/09/11 - 25/09/12

The loan equipment includes:

Laptops (either pc or mac), Still camera, Movie camera, Tripod, Audio recorder and Graphics tablet.

In order to borrow equipment from the Andrews LRC you need to read the information below and sign that you accept the terms and conditions outlined.

- Equipment will be issued on a first come, first served basis. No reservations or bookings can be made.
- You must have a valid university campus card to borrow equipment. *NB* Loans are not transferable.
- Loans will be issued during normal working hours up to 30 minutes before closing time. Please refer to the Student IT Help pages on the university portal for the latest opening times.
- Equipment may be issued for a maximum of 28 days.
- Your print/photocopy (PaperCut) account must have sufficient credit in order for you to borrow equipment as this account will be used for payment of the loan item.
- Equipment (except tripods) will be loaned with a power charger and a carry case.
- When using laptops make sure you save your work to an external device such as USB memory stick or CD/DVD ROM.
- Please be aware that equipment may not be fully charged when issued so it is advisable to plug it into a power socket before you start using it.
- Equipment must be returned to the Andrews LRC. It must be handed into staff at the help desk (not left on the desk unattended) so that it can be correctly discharged from your record and for it to be checked. Please wait while this is done. If the equipment is overdue then staff will inform you and your print/photocopy (PaperCut) account will be debited accordingly. If you do not have sufficient funds in your print/photocopy (PaperCut) account then a minus credit will be entered onto your account.
- You are responsible for the safety and security of all equipment and accessories whilst on loan to you. You should not leave them unattended, even for a short period - thefts of equipment have occurred in the LRCs and library.
- You must comply with University regulations governing computer usage. Please do not install any additional software on the laptop. Any files or data stored on the laptop will be deleted when the laptop is returned. We cannot be held responsible for any loss or damage to files/data incurred while using the laptop.

Late returns will incur fines (as detailed below).

- Failure to return a laptop within 10 days of the item becoming overdue will result in you being invoiced by the Income Team for the cost of the item (current costs are available from LRC staff), a £60 fine plus an administration charge. Furthermore, all IT access including myCourse, computer login and access to university email may be suspended until the charges are paid in line with the University Debtor Policy* (laptop loans are classed as tuition debt).
- Failure to return a camera (still or movie), audio recorder or graphic tablet within 10 days of the item becoming overdue will result in you being invoiced by Student Finance for the cost of the item (current costs are available from LRC staff), a £60 fine plus an administration charge.
- If equipment is not returned within 10 days (of return date) then we reserve the right to inform the police that the item has been stolen.
- Failure to pay the invoice will affect re-registration for returning students and also prevent students from graduating.

* Debtor Policy available on the Finance Portal pages.

Charges

Loan Charges	Daily	Weekly
Cost of laptop loan	£4	£20
Cost of MacBook loan	£5	£25
Cameras - still and movie (tripod available)	£4	£20
Audio Recorders	£1	£4
Graphics tablet	£1	£4
Fines		
Fine for overdue laptop	£6	
Fine for cameras - still and movie	£6	
Fine for Audio Recorders	£2	
Fine for Graphics tablet	£2	

- I. You must exercise all due care over the equipment to prevent loss or damage and accept **full responsibility** for any loss or damage caused to the equipment due to your negligence or improper use of the equipment. **You are advised to take out appropriate insurance cover.**
- II. You will keep the University indemnified against any loss or damage to the equipment caused by your negligence or improper use. "Improper use" includes using the equipment otherwise than in accordance with the manufacturer's and/or the University's instructions, using the equipment for a purpose other than for its intended or usual purpose and/or allowing the equipment out of the user's control and custody and failing to protect it from loss or damage.
- III. **You will pay the cost of replacement or repairs to the equipment in the event that your negligence or improper use causes loss or damage to it. Please ask the LRC staff for latest prices of equipment.**
- IV. If the failure to return the equipment is beyond your control e.g. stolen during a break in, the University will attempt to recover the cost of replacing the equipment from any insurance you hold. You must inform the loan issuing station of the Police crime reference number at the earliest opportunity.
- V. If you are unable to return equipment for whatever reason you must notify the LRC at the earliest opportunity.

I accept the terms and conditions outlined above

Name (Please Print)	First Name:	Campus Card Number	
	Last Name:		
Borrower Signature:		Date:	

Added to borrower account

Added to borrower account by:		Date added:	
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