



New Adelphi Equipment Loans Policy

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Document Control Information				
Status and reason for development Revised policy. These rules need to be incorporated into the relevant Programme Handbooks.				
Revision History				
<i>Date</i>	<i>Author</i>	<i>Summary of changes</i>	<i>Version</i>	<i>Authorised</i>
Policy Management and Responsibilities				
Owner:		This Policy is issued by [INSERT] who has the authority to issue and communicate policy on equipment loans. Responsibility for communication and implementation of the policy has been delegated to [INSERT].		
Others with responsibilities (please specify):		All students and staff involved in the programmes offered by the School of Arts & Media must comply with this policy.		
Assessment		<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>	
Equality Analysis		X		
Legal		X	<input type="checkbox"/>	
Information Governance		X	<input type="checkbox"/>	
Academic Governance		<input type="checkbox"/>	X	
Consultation			<i>Cross relevant consultations</i>	
Staff Trades Unions via HR			<input type="checkbox"/>	
Students via USSU			<input type="checkbox"/>	
Any relevant external bodies (please specify)			<input type="checkbox"/>	
Authorised by:				
Date authorised:				
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1.0 What is the purpose of this Policy?

This Policy sets out the terms and conditions which apply to students and staff of the School of Arts & Media (A&M) who borrow specialist equipment from our New Adelphi Specialist Equipment Store (Equipment Store).

2.0 Who does this Policy apply to?

All students and staff who borrow equipment must comply with this Policy.

Additional requirements apply to students who are on placement which will be dealt with separately with each student.

By making a booking to borrow equipment students and staff agree to comply with this Policy (as updated from time to time).

3.0 Who can borrow equipment?

3.1 You must:

3.1.1 be either:

3.1.1.1 registered as a current student with the University for a relevant A&M programme or module within a programme (as stated on our online booking system); or

3.1.1.2 a current member of staff in the School of A&M.

(Note: If you do not fall into either of the above categories, you may still be permitted to borrow equipment, but only with advance written authorisation from the relevant Technical Manager); and

3.1.2 NOT be banned from borrowing equipment under this Policy;

3.1.3 NOT have had your access to University facilities and services temporarily suspended pending action being taken against you under the applicable Disciplinary Procedure; and

3.1.4 NOT be on a break from your studies or employment.

3.2 You must not borrow equipment on behalf of anyone else or allow anyone else (including another student or member of staff) to use the equipment while you are borrowing it (even if they are within A&M).

3.3 You are responsible for all borrowing of equipment that is made using your student or staff ID.

3.4 Group bookings are not permitted and each booking must be made by a single student or member of staff against their student or staff ID card who will be fully responsible for the equipment.

4.0 What equipment can be borrowed?

4.1 Our online booking system shows the equipment and associated accessories for which you have completed induction training and which is available for you to borrow. Certain equipment is prioritised for use by programmes with specific module requirements and please check our online booking system for further details.

4.2 All equipment is subject to availability and we cannot guarantee that any particular item that you want to borrow will be available to borrow at the time and for the period that you want it.

5.0 Do I have to pay a fee to borrow equipment?

No – we do not charge any fee for borrowing equipment.

6.0 For how long can equipment be borrowed?

6.1 There is a 3-day standard loan period for all equipment.

6.2 Any extension to the standard loan period must be approved in advance by Equipment Store staff under the process set out below. Any equipment that is not returned before the end of the applicable loan period will incur fines (see paragraph 16). Repeated late return of equipment may also result in you being banned from borrowing equipment (see paragraph 18).

6.3 If, due to the specific nature of your course work, research or teaching, an extended loan period is required, you should first check if the equipment is available for the extended period (using the scheduling chart on our online booking system). If the equipment is available, you must then obtain permission from Equipment Store staff. Equipment Store staff will consider each request in the context of maintaining an efficient borrowing facility for other students and staff and extensions will not exceed a reasonable period.

6.4 Extended loans will only be permitted where they will not impinge on other already booked loans. The maximum duration of each booking must in no event exceed 3 months.

6.5 Disputes regarding extensions will be referred to appropriate Technical Manager whose decision will be final.

6.6 You must continue to comply fully with the terms of this Policy during any extension to your loan period.

6.7 Where you:

6.7.1 miss, or are aware that you will miss, a deadline for submission of coursework due to circumstances outside your control; and/or

6.7.2 are aware that you will not be able to return borrowed equipment in time for the return deadline;

you must inform the Equipment Store staff of the delay as soon as possible either by telephone on 0161 295 2010 or email to am-equipment@salford.ac.uk. If you are a student, you may wish to follow the Personal Mitigating Circumstances Procedure (PMC) in relation to your assessment if it is affected by any medical or personal issue. If equipment is returned late, you will incur fines, whether or not you informed us of the delay. Any fines you do incur can only be waived if you make an appeal which is successful (see paragraph 20). Where you have made a PMC submission, you should refer to this in your appeal.

7.0 What is the process if I want to borrow equipment?

- 7.1 All equipment must be booked via our online booking system. No bookings will be taken over the phone or by email.
- 7.2 You must complete the relevant skills or induction training session before you book and collect equipment and our online booking system records once skills or induction training has been completed.
- 7.3 If required by your course or module, a relevant risk assessment must be completed and approved by academic staff before equipment can be collected.
- 7.4 You must at all times comply with the Health and Safety legislation that is applicable to the location where equipment will be used. Details of all safety documents can be found at <http://www.hr.salford.ac.uk/safety/>
- 7.5 We may need to restrict the availability of items for the purpose of repairs and maintenance. It may not be possible to provide advanced warning of such restrictions and we reserve the right to cancel or amend bookings where necessary maintenance or repairs have an unavoidable impact on the borrowing of equipment.
- 7.6 Staff are responsible for booking the equipment that they require for taught sessions in advance. Where multiple items are required, it is recommended that such bookings are made a **minimum of 3 weeks in advance**. Availability cannot be guaranteed.

8.0 How do I cancel bookings for equipment that I no longer need?

Bookings for any equipment that you have made, but which are no longer required, must be cancelled via our online booking system in advance of the start of the loan period, thereby releasing the equipment for other students or staff to book. Failure to cancel bookings which are no longer needed may result in a ban on future borrowing (see paragraph 18).

9.0 Do I have to pay a deposit?

Our online booking system indicates for which equipment a deposit is required and the amount you have to pay. Deposits are fully refundable when equipment is returned in the required condition (see paragraph 15.2) unless you owe us any amounts under this Policy in which case we may use the deposit in or towards payment of such amounts.

10.0 What is the process for collecting equipment?

- 10.1 You must collect the equipment from the Equipment Store at New Adelphi during its opening hours (see below) at the time that you selected at the point of booking. The booking will be automatically cancelled if the equipment is not collected at this collection time.
- 10.2 Under no circumstances can equipment be borrowed or returned outside the opening hours (see below).
- 10.3 You must present your valid Student or Staff ID card (and any other necessary documentation applicable to your booking) to collect booked equipment from the Equipment Store.
- 10.4 The equipment is loaned on an "as is" basis:

10.4.1 At the point of collection you should check that the equipment is free from damage or faults, that it contains all applicable batteries and other accessories and that there is nothing missing. Kits will be provided with a “kit list” detailing the contents.

10.4.2 If equipment is found to be damaged or faulty or to have anything missing on such inspection, our only responsibility is to try to find you a replacement if one is available.

10.4.3 If any equipment is returned with any missing part or accessory, you will be responsible for the replacement costs that we reasonably incur (see paragraph 14).

Opening hours:

Trimesters 1 and 2

Monday to Friday 8.30am – 6.30pm (excluding public and bank holidays in England and University closure days)

Trimester 3 (Summer)

Monday to Friday – 9.30am – 4.30pm (but closed 12.30pm – 1.30pm (excluding public and bank holidays in England and University closure days)

11.0 Are there any restrictions on using the equipment?

11.1 The equipment remains at all times the property of the University and you must neither sell nor dispose of it.

11.2 We may limit the number of items that students and staff can borrow during any week (see our online booking system for more details).

11.3 Battery-powered equipment will be provided with the appropriate charged cells or packs. During the loan period these items must only be changed for those of the same type or rating.

11.4 Equipment must only be used in connection with your assessed course work, research or teaching, or as part of a scheduled class. Equipment must not be used for any other purpose or for commercial or financial gain or for personal use.

11.5 You must not use the equipment in any way that breaches any University guidelines, policies (including, amongst others, the ICT Acceptable Use Policy) and regulations or that brings the University into disrepute.

11.6 You must use the equipment responsibly and in accordance with applicable operating instructions which are provided or made available to you.

11.7 The equipment must not be altered or defaced and you must not attempt to repair any damage or fault, or to install any missing part, or allow anyone else to do so.

11.8 You must not borrow equipment on behalf of anyone else or allow anyone else (including another student or member of staff) to use the equipment while you are borrowing it (even if they are within the School of A&M).

12.0 Can equipment be taken off campus?

- 12.1 If you are a student you can take equipment off campus, but only for the purpose of completing your assessed course work, research or teaching or other activities that support your academic studies.
- 12.2 Additional requirements apply where you are a student on placement which will be dealt with separately.
- 12.3 If you are a member of staff, you can take equipment off campus, but only for teaching or other activities connected with your role.
- 12.4 If you do take equipment off campus, you must never leave it unattended unless it has been safely and securely stored.

13.0 What happens if the equipment is stolen while it is booked out to me?

- 13.1 You must at all times take good care of the equipment and keep it safely and securely stored when left unattended. If equipment is to be used as part of an unattended temporary installation or display, security arrangements must be approved by the relevant Technical Manager before you make a booking.
- 13.2 You must report any theft of the equipment to the local Police at the earliest opportunity and obtain a crime reference number.
- 13.3 You must also inform staff in the Equipment Store at the earliest opportunity, and not later than the scheduled return time, providing them with the crime reference number. You will be required to complete and sign an incident report form. This may be partially completed by Equipment Store staff using the information you have previously provided, but must be signed by you for confirmation of accuracy.
- 13.4 Under no circumstances should you endanger yourself or others by attempting to prevent the theft of borrowed equipment. Your personal safety is paramount.
- 13.5 If equipment is stolen and we find that you had not taken proper care of it, then at our absolute direction you may be banned from borrowing equipment in the future (see paragraph 18) and/or be required to pay us the full amount that we reasonably incur in replacing the equipment on a like for like basis. Payment is due within 14 days starting on the date that we notify you of the amount you are required to pay.

14.0 What happens if I lose the equipment or it becomes damaged while it is booked out to me or there are any missing parts?

- 14.1 You must report to the Equipment Store at the earliest opportunity if you lose any equipment (or parts or accessories) or it becomes damaged or faulty while it is booked out to you.
- 14.2 You must not attempt to repair any equipment or to install any replacement parts or allow anyone else other than Equipment Store staff to do so.
- 14.3 You are **solely responsible** for the equipment from the point you collect it up to the point you return it to staff at the Equipment Store. If the equipment (in whole or part) is lost or damaged or is found to have any missing parts or accessories between the point that you collect it and return it then, at our absolute discretion, you may be banned from borrowing equipment in the future (see paragraph 18). You may also be required to pay us the cost that we reasonably incur on repairs or replacements. The

amount will be assessed on a case by case basis and payment must be made within 14 days starting on the date that we notify you of the amount that you are required to pay.

15.0 What is the process for returning equipment?

15.1 Equipment must be returned on or before the return date and time which is specified at the time of booking. You are responsible for checking the return dates and times on your online booking account and for allowing sufficient time to queue and complete the check-in process before that return time has passed.

15.2 Except for fair wear and tear through normal use, you must ensure that the equipment is returned in the same condition it was in at the point of collection and with all accompanying batteries and other accessories with which it was borrowed:

15.2.1 Each kit must be returned with everything in its "kit list".

15.2.2 Rechargeable batteries should be returned uncharged.

15.2.3 Equipment memory should be erased before any item with a data storage capability is returned. We are not responsible for preserving or retaining any data which remains following the return of such items.

If equipment is returned with damage or missing parts, then at our absolute discretion you may be banned from borrowing equipment in the future and/or be required to pay the costs that we reasonably incur in putting this right (see paragraphs 14 and 18).

15.3 The booking return time (or any extension to it which is permitted under paragraph 6.2) is **the latest** time the equipment should be returned. Equipment may be returned before this time during the opening hours of the Equipment Store (see paragraph 10).

15.4 Equipment must not left at the Equipment Store outside its opening hours (see paragraph 10).

16.0 What happens if I return the equipment late?

If you do not return any equipment at the end of the loan period, you may at our absolute discretion be required to pay us fines and, if you are repeatedly late returning equipment, you may also be temporarily or permanently banned from borrowing equipment (see paragraphs 17 and 18). Fines and bans on borrowing are to encourage professional practice, to ensure that the equipment continues to be of usable quality and to ensure fair access to the equipment by all students and staff. Even though there is a good stock of equipment, there is also a high demand. Late returns disadvantage and cause inconvenience to students and staff.

17.0 How are fines calculated and charged?

17.1 Fines will be calculated from the time the equipment was due to be returned until the time that the equipment is actually returned (see below).

17.1.1 Late returns

Fines for late return of equipment work are based on the value of the equipment (as shown in the online booking system) and how overdue it is.

- Our online booking system automatically issues fines for late return of equipment.

- There is an initial minimum fine of £1 per late item. The fine then increases at the rate of 0.001% of the value of each item for each minute it is late (starting at the time it was due to be returned and ending at the time it is actually returned).
- The maximum possible fine per minute is one pence.
- Fines do not increase outside Equipment Store opening hours.
- Fines are rounded up to the nearest whole pound.
- **Please do not appeal to the Equipment Store Staff as they do not generate the fines.** If you receive an email from us notifying you of a fine, you should log onto your account and check the amount.

17.1.2 Fines and payments process

- Once you have returned equipment, you have 14 days to pay us the fine in full. After this time, if there is still any part of the fine still unpaid, your account (and ability to borrow) will be suspended until the outstanding amount (including fines) has been settled in full.
- Any outstanding fines can be seen by logging into our online booking system.
- Fines must be paid online through our e-Shop. A receipt will be given which must be shown to Equipment Store staff as proof of payment.

18.0 For how long could I be banned from borrowing equipment?

In addition to, or instead of, applicable fines, we have the absolute discretion to impose bans on borrowing in the circumstances set out below. We have no responsibility if any ban causes you problems with completing assessments, course work, research, teaching or with participating in practical classes:

Description of event	Length of ban
You are late collecting equipment on at least 3 occasions	one week
The second occasion you return any equipment late	one week
The third occasion you return any equipment late*	one month
The fourth occasion you return any equipment late*	3 months
You return any equipment more than one week late	3 months
You fail to cancel bookings for equipment you no longer wish to borrow on at least 3 occasions	3 months
The fifth occasion you return any equipment late*	Permanent
Your negligent, careless or reckless behaviour causes loss of or damage or faults to the equipment	Permanent
Equipment is stolen and you had left it unattended without taking adequate security precautions	At our absolute discretion but may be permanent
Any fines or other amounts that you owe us under this Policy remain unpaid after the due date for payment	Until such time as all outstanding fines/amounts are paid in full

*If you accumulate more than one ban, the bans will run consecutively and not concurrently.

19.0 What happens if fines or other amounts are not paid?

We will take action to recover fines and other amounts that you owe under this Policy. If payment is still not made, you may be banned from borrowing equipment until you have paid us all outstanding amounts in full and a hold may be placed on your account meaning that, if you are a student, you will be unable to attend a graduation ceremony until all fines and such amounts have been paid in full.

20.0 How do I appeal a fine or a ban on borrowing equipment?

20.1 If you wish to appeal against a sanction under this Policy because there are mitigating circumstances please complete an *Appeals, Damage, Loss and Theft form* (which is available from the Equipment Store) and return this to Equipment Store staff within 14 days. Appeals will only be considered valid where you provide details of mitigating circumstances. Appeals without mitigating circumstances will not be considered.

20.2 Valid appeals will be considered by the relevant Technical Manager – normally within 10 working days (Monday to Friday excluding public or bank holidays in England and University closure days).

20.3 If your appeal is successful the fine will be fully removed and, if applicable, the ban on borrowing lifted.

20.4 If your appeal is partially successful, the fine may be partially removed and a ban on borrowing may be lifted or the length of the ban may be reduced on condition that you pay all outstanding amounts within a specified period.

20.5 If your appeal is rejected and you request a review of our decision within 10 working days starting on the date you are notified about the outcome of your appeal, your appeal will be considered (normally within 10 working days starting on the date that we receive your request for a review) by a panel whose decision will be final. The panel will be made up of your personal tutor, an appropriate academic member of staff and a different Technical Manager.

21.0 Can I borrow equipment over the Summer?

21.1 The Equipment Store remains open for the majority of the Summer (trimester 3), but check the online borrowing system to see if equipment/ time you want to book is available and see paragraph 10 for our opening hours.

21.2 Fines for late return continue to apply to equipment that is borrowed over the Summer.

22.0 What happens if I do not comply with this Policy?

22.1 If you do not comply with this Policy, you may have to pay fines and/or we may ban you from borrowing equipment (see paragraphs 16 and 18). We have no responsibility if the ban on borrowing causes you problems with completing assessments, course work, research, teaching or with participating in practical classes.

22.2 If you are suspected of any serious misconduct in relation to any equipment that you borrow then, in addition to any fines and/or bans on future borrowing which are specified in this Policy, you may be referred for disciplinary action under the appropriate Disciplinary Procedure.

23.0 Does this policy apply if I borrow equipment from other Equipment Stores at the University?

No - other Equipment Stores have their own Policies and you should check with relevant staff before you borrow any equipment.

24.0 Does the borrowing of equipment constitute a regulated consumer hire agreement?

No there is no regulated consumer hire agreement under consumer credit legislation –in all cases each booking of equipment lasts no longer than 3 months and no fee is charged.

25.0 Can this Policy be changed?

We may review and update this Policy from time to time and each update will take effect for all bookings from the date it is issued. Each updated Policy will be published on our relevant web page without notice being given to you and you should check for any new version each time you book equipment.

Related Documentation

- Student Disciplinary Procedure
- Staff Disciplinary Procedure
- Personal Mitigating Circumstances Procedure
- ICT Acceptable Use Policy