

Equipment Loans - Terms and Conditions

1. Our equipment is available to current students and staff of the University of Chichester. You will be asked to produce your campus card when you come to collect your equipment, only the person who books the equipment can collect it.
2. Standard loans are for 2 days only. Extended loans can be arranged for specific circumstances. This is at the discretion of the Loans staff and must be agreed at the booking stage.
3. Loans are made on the basis that the borrower accepts full responsibility for the care and safe keeping of the equipment and returns it in its original, issued condition at the time specified. **You are also responsible for checking the equipment is in full working order upon collection.** Equipment checks must be carried out on campus as soon as possible; as some equipment is supplied with batteries, please also remember to check the battery levels. Borrowers won't be liable for any problems or missing equipment found at this point, providing they are reported to the Loans team straight away.
4. To comply with insurance requirements, equipment must be locked away securely by the borrower when not in use. Equipment is NOT insured if stolen from a car.
5. All loans must be returned by the agreed return time, **to the same campus as the equipment was collected from.** Please note, **the Support and Information Zone (SIZ) cannot be used as an alternative returns location unless agreed upon in advance by both Equipment Loans and SIZ.**
6. When Equipment Loans is not open, equipment can be returned or collected from the Out of Hours lockers. This will need arranging 48 (working) hours in advance with the Loans team and will be agreed at their discretion depending on Loans usage levels.
7. Please notify Equipment Loans on 01243 816056 or equipmentloans@chi.ac.uk if you are not able to collect or return equipment on time.
8. For data protection reasons, all files will be deleted from the memory cards when returned to Equipment Loans. Please ensure that all data is transferred and backups of footage have been made before returning. If you need help with transferring data, please visit the **Creative Hub** located next to the PrintShop on the Ground Floor of the LRC, Chichester.
9. Any subsequent loss/fault/damage must be reported immediately; Loans will then liaise with the borrowers' department/course to determine how to proceed from there. **Unreported damage discovered by the Loans team may result in the borrower being billed directly.** Non-return of equipment **will be considered a loss** and if not returned within 5 days, the borrower will be charged for their replacement.