STUDENT LOAN OF EQUIPMENT POLICY

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Aim and Scope

The University aims to provide its students with sufficient and suitable access to equipment to enable them to achieve their course aims.

The University has a complex range of portable equipment from small items of low cost to items that have a high capital value. To enable the efficient circulation of all these items and to safeguard the University's assets, procedures controlling their use are required.

This policy applies to all portable items that are the property of the University and are designated as available for student loan. It is also necessary that University equipment be loaned only for activities required and /or authorised by the University and not for an individual's private use.

Health & safety is a primary concern within the University, consequently loans of any kind can only be made to those students who have completed the necessary inductions or achieved the necessary qualification where applicable.

Whilst on loan the equipment is the responsibility of the borrower.

1 Recording of Loan

1.1 Equipment loans are registered and monitored via the online system. Students must present their swipe card in order to borrow any equipment.

1.2 The equipment shall be checked as operational and in good working order at the time of issue.

1.3 Borrowers must be advised that in borrowing equipment they remain personally responsible for the item(s) until returned and recorded as such on the online system, and that loans are not transferable to other students.

2 Length of Loan

2.1 Standard loans periods are determined according to course and level of study, these are applied and controlled using the software loan system.

Requests for loans will take into account the following:

- That the need is based upon curriculum;
- Pattern of study;
- Any protected or restricted use conditions (e.g. equipment designated as for internal use only);
- Anticipated needs of the workshop for teaching;
- Bookings against the equipment;
- Outstanding fines (see 4.4).

2.2 Extended equipment loans, over the standard issue (2.1) shall be at the discretion of the authorised member of workshop staff, through considering the factors above.

2.3 Loans may be extended provided the existing loan is not overdue at the time of the request and according to 2.2 above.

2.4 If an item cannot be returned on time due to sickness, the student must contact their course administrator who will then inform the Workshop Manager/Supervisor and they will extend the loan for an appropriate time. Fines due to unreported sickness will stand.

2.5 When there are high levels of demand for equipment, loan times will be limited by workshop requirements and workshop staff may require the return of loan equipment before the expiry of the agreed return date and time.

2.6 On return, loaned equipment will be checked immediately to ensure that it is in working order. The equipment will then be formally accepted and returned via the on line system and logged as returned by the accepting member of staff. In doing this they are verifying that the item has been returned in working order and in an acceptable condition. The exception to this will be where the use of temporary secure storage has been agreed (see 8.)

2.7 Fines incurred for late return must be paid at the time the equipment is returned. If equipment is returned that is not in working order, the student will be liable for the repair or replacement costs in line with this policy (See 5.5).

3 Fines and Penalties

3.1 Once the agreed date or time has passed, any outstanding recorded loan(s) to students will incur a fine.

3.2 The fine for late return of equipment shall be £5.00 per working day per loan item until the items are returned.

3.3 A series of reminders set using the software system will be sent to students advising that items are due for return. If after 14 days the equipment remains outstanding the student will be sent a final overdue letter giving them two weeks to return the equipment or have the replacement value of the equipment transferred to the University finance department for debt collection.

3.4 Students with overdue items or fines will not be allowed further loans from the resource area until the items are returned and the fines are cleared. Fines should be paid directly to the workshop from which they originate, unless invoiced by finance in which case payment is on-line.

4 Lost, Damaged or Unreturned Equipment

4.1 Students are liable for any unreturned equipment and loss of, or damage to, items for the period of loan (regardless of whether it is actually in use by them).

4.2 In circumstances where a student loans equipment that is used by another student as part of a collaborative project, the liability rests with the student who loaned the equipment.

4.3 Once it is reported that the item has been lost, stolen or damaged the student will immediately be reminded of their liability and will be required to pay for the cost of the replacement or repair.

4.4 Fines accrued before any loss or damage to University equipment has been reported to the workshop staff, will still be payable in addition to any cost incurred for loss or damage.

4.5 If the incident is deemed to be outside the student's control, liability is limited to:

- The full cost of repair or replacement if equipment value is under £200;
- £200 for those items where repair or replacement value is between £200 and £1,000;
- £300 for those items where repair or replacement value is between £1,001 and £1,500;
- £400 for those items where repair or replacement value is between £1,501 and £2,000.

Where the value of equipment exceeds £2,000 then 25% of the replacement value shall become payable.

In all such cases evidence must be provided (for example a police crime number). Where losses or damages are deemed to be due to negligence on the part of the student, the University will seek to recover the full cost of a new replacement item.

5 Use of Equipment over Holiday Periods

5.1 It is not permitted for students to borrow equipment between academic years i.e. over the summer period, except for:

- resubmissions of work for assessment where the condition that such equipment be used has been specified by the University;
- Work to be carried out on the instruction of the University.

6 University Organised Trips / Taking Equipment out of the Country

6.1 Equipment loaned for use on University organised trips, both in the UK and abroad, will require written support from the organising course tutor to assure that the loan is needed for completion of curriculum work.

6.2 Equipment loaned for use outside of the UK will be limited to a value of £3,000 per student.

7 Use of Temporary Secure Storage

7.1 Where designated secure temporary storage has been made available, equipment left in these facilities remains the responsibility of the borrower until the items have been returned through the online system at which point the condition of the items will be checked (see 2.6).

7.2 It is the responsibility of the borrower to ensure that such facilities are locked after the equipment has been placed in it.

7.3 It shall be at the discretion of the University to apply, interpret or review this policy, as it deems appropriate.