



FACULTY OF
ARTS

Equipment Library

User Agreement, Terms and Conditions

Scope:

This policy applies to all staff of The Faculty of Arts and students of the GSHSS at The University of Melbourne.

Policy:

Equipment is an asset of the University that should be safeguarded and used for University programs and purposes. All equipment loans must comply with University Procurement Policy.

<http://policy.unimelb.edu.au/MPF1087>

The Arts Faculty Equipment Library provides audio / visual equipment on a loan basis throughout the year. This service is provided free of charge to faculty, staff, and students. There is no charge for the use of any university-owned equipment; loaned equipment is expected to be treated with the utmost responsibility and care.

Equipment loans are a privilege, not a right. Other than normally expected wear and tear, faculty and staff, and students will be held responsible for any lost or damaged equipment.

Borrowers are expected to be aware of the replacement value of any piece of equipment loaned. Equipment will only be checked in and out at the Loan Office when staff are present.

The Loan Office is located in the **Arts West, Level 3 West Wing, room 312.**

Opening times: 9am to 1pm & 2pm to 5pm Monday to Friday.

The Loans Office is closed for lunch between 1pm and 2pm every day of the week. Therefore, no pick-ups, returns or phone calls will be accepted during this time.

Email: arts-equipment@unimelb.edu.au

The following Loan Office policies and procedures should be read carefully and understood before using the facility or checking out equipment.

Loan of Equipment:

- To qualify for equipment loan, the Borrower must be associated with The Arts Faculty & have completed an Equipment/Loans Induction from the Loans Officer & signed a copy of the User Agreement
- Equipment will be available for loan to students who have been approved by a professional or academic staff member, member of the faculty
- The Borrower will be held totally responsible for all equipment checked out to them when they sign the Loan Agreement. It is understood that all such equipment shall be returned to the Loans Office in the same proper working condition and state as it was issued
- It is the borrower's responsibility to accept only equipment in proper working condition from the Loans Office. Please check the parts and components of the equipment/kits before leaving the Loans Office
- Should equipment become faulty for any reason while in the Borrower's hands, absolutely no attempt should be made by the Borrower (or anyone else) to repair it. If faulty, please return the equipment immediately to the Loans Office
- Under no circumstances should any equipment in the Borrower's charge be loaned to any other person. All equipment transfers must be handled through the Loans Office
- Supplying equipment to individuals who do not have authorisation is a severe abuse of the Loans Office policy
- It is essential that equipment be returned to the Loans Office on time. **Late penalties will be enforced.** If

- you are late & someone needs the equipment, you potentially inconvenience others & will be penalised
- Reserved equipment must also be picked up on time or your reservation may go to someone else. It is the Borrower's responsibility to be aware of the Loans Office schedule. Equipment may be checked in earlier than the return time and the borrower may pick up reserved equipment earlier than the reserved time, if the equipment and Loans Officer is available
- Late returns, which exceed the check-in time, may result in the suspension of borrowing privileges. Extenuating circumstances will be considered if the Loans Office is notified before the equipment is past due. Phone calls to the Loans Office should be made during Loan Office hours only
- Equipment sign-out privileges may be revoked at any time without warning due to careless handling of equipment, repeated lateness, or abuse of Loan Office policy.
For example: equipment left unattended in public is considered careless handling
- The Loans Office provides **rechargeable** batteries for equipment.
These batteries **must** be returned with the equipment

If you have any questions regarding the equipment loan policy and procedure, please contact **Daniel Hayward**, at **8344 1372** or email arts-equipment@unimelb.edu.au

Terms of Equipment Loan:

- All equipment may be signed out for a maximum of three (3) days, unless prior arrangements are made with the Loans Officer for extended use (ex: attending conference for one week)
- Equipment must be returned and checked before a renewal of the loan may be made
- The Loans Officer will consider applications for extended periods or holidays on a proposal basis
Falsified or misrepresentation of special permission will result in immediate revocation of loan privileges
- Equipment must not leave the State of Victoria without prior written consent from the Loans Office

Lost or Damaged Equipment:

- The borrower is responsible for returning all equipment received **in the same condition** as when received
- The borrower is responsible for paying replacement costs of any equipment not returned, or equipment returned which is damaged beyond repair
- The borrower is responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition
- Failure to pay, as required, may result in loss of privileges and benefits

Reservation of Equipment:

- Equipment reservations can be made via phone or email, or the web booking form:
<http://arts.unimelb.edu.au/students/audiovisual-loan-equipment>
- Pre-approved/long term projects may be given special consideration by email request to the Loans Office
- Thirty minutes before closing, all reservations not yet claimed are void. This is to give the Loans Office staff time to complete check out procedure prior to closing. Specific future checkout times during the semester can be arranged by giving adequate advance notice to Loans Office staff

Training:

- On first loan the Loans Officer will offer an Equipment/Loan Induction
- Where classes require equipment, a class training session will be built into the curriculum at or before the first time equipment is required. This is the responsibility of the subject coordinator in consultation with the Loans Office

Hard Drive Storage:

- At the end of the session, or loan time, all files must be copied onto your removable storage device (USB, external drive, cloud-based storage) and then deleted from the laptop hard drive / media card
- All SD Cards and other storage devices will be formatted once equipment has been returned
- The Loans Office does not back up files and will not guarantee the security of any files left on the hard drives
- The Loans Office does not accept any responsibility for lost or damaged files

Penalties:

- Responsibility for lost, damaged or stolen equipment is outlined above
- Any abuse or disregard for the above policies will result in suspension of use of the Loans Office for the rest of the current semester. Access may be reinstated the following semester through formal application to the Loan Office

Procedures:

Location of Loan Office:

- The Loans Office is located in Arts West, West Wing Room 312 and it is open from **9am to 1pm & 2pm to 5pm from Mon to Fri**

Loan Process:

- To contact the Loans Office, staff and students may email (arts-equipment@unimelb.edu.au) or phone +61 3 8344 1372 requesting the loan of Faculty of Arts equipment either as advance booking or immediate loan (provided the equipment is available)
- Present their staff or student card / complete first-time induction if applicable
- The Loans Officer and the staff member/student checks that the equipment is in good working order before leaving the office, including all media, battery and accessory checks
- Upon return of the equipment, the Loans Officer checks to ensure that the equipment is in order
- Final sign-off by both the Loans Office and the staff member or student occurs, and equipment is stored away

Renewals:

- In order to renew equipment, please request a renewal with the Loans Officer
- Renewals are granted on a needs basis, and will be at the discretion of the Loans Officer

Editing Suites:

There are seven editing suites in the Faculty of Arts. Two of the editing suites are located in Old Arts, Room 216 and the other five are in John Medley East.

Opening Times: Old Arts Room 216 - 24 hours, 7 days
John Medley G20/G20A - 24 hours, 7 days
John Medley 342/3 - Alternating Availability

Booking Process:

- To request and edit suite booking, please contact: arts-equipment@unimelb.edu.au, phone +61 3 8344 1372
OR complete the web-booking form: <http://arts.unimelb.edu.au/students/video-edit-suites>
- To change or cancel editing suite bookings please contact the Loans Office

Equipment/Loans Induction Sign-Off

Borrower's Name.....

Student/Staff ID Number.....

Date of Induction.....

Borrower's Agreement:

I hereby agree to the terms and conditions stated above;

Signature.....

Loan Officer

Name.....

Signature.....

Date.....