

Media Department

Authorisation to Borrow Equipment Form (ABF)

The Media Department holds a loan collection of portable Audio-Visual (AV) equipment and can provide advice on how to use this equipment. This is a free service available to all staff & students – henceforth known as ‘the Borrower’. Please note that the Borrower is liable for any damage to, or loss of, the equipment loaned. Any charge incurred by the Borrower must be paid within an agreed period of time, otherwise the Borrower will become listed as a College debtor, and any debts owed will be pursued.

Media Department Terms & Conditions

All equipment loans to the Borrower are subject to the following conditions:

- Audio-visual equipment is loaned for work that is related to academic courses.
- The College does not insure equipment with a replacement value of £2,000 or less.
- The Media Department will only loan equipment if the Borrower accepts full liability, by completing this Authorisation to Borrow Equipment Form.
- The Media Department requires full financial compensation from the Borrower for any loss or damage to any item of equipment borrowed.
- Equipment loaned by the Media Department is for the use of the Borrower only and must not be passed on to a third party.
- Incorrectly completed Authorisation to Borrow Forms will be rejected.
- Possession of a completed authorisation form is permission to borrow, but does not constitute a booking.
- The Media Department does not loan equipment to anyone who is not in possession of a valid Aquinas College identity card. This card must be presented each time a loan is made.
- Only one item of any particular type may be borrowed at a time.
- All equipment must be returned by the end of the same working day, unless an alternative arrangement has been made with the Media Technician or a member of staff from the Media Department.
- It is the responsibility of the Borrower to return all equipment to the Media Department on time at the end of their loan. If the Borrower does not return items by the agreed time, the Media Department reserves the right to refuse any further loan requests made by the Borrower.

- Staff who countersign authorisation forms accept responsibility for ensuring that students return items and that the named student is actually from their department.
- Failure to return items, or reimburse Media Department for lost or damaged items, may result in the Borrowers IT account being suspended or their degree being delayed until the situation is resolved to our satisfaction.
- It is the responsibility of the Borrower to report any theft to the local police and the Media Department. The Borrower must provide the Media Department with the crime reference number issued by the police.
- It is the responsibility of the Borrower to inform the Media Department of any damage to, or faults with, the equipment. Failure to do so may result in the Borrower being charged for damage to the equipment.
- It is the borrower's responsibility to ensure all proper Health and Safety procedures are followed when operating any equipment borrowed from the Media Department.
- If a student changes Departments they must inform the Media Department. In this event another authorisation form must be completed. Failure to do so will result in immediate suspension of borrowing rights.
- The equipment listed may be subject to change without notice, such as when new items are added or replacement values are amended. The Media Department staff can provide the Borrower with the most recent list.
- If a Borrower reserves a piece of equipment and fails to collect it within one hour of the agreed pick-up time then their reservation will automatically be cancelled.
- The Media Department reserves the right to refuse a loan and amend the terms and conditions at any time.

Further information about insuring items costing more than £2,000 is available from the College Finance Department. Any arrangements made between the Borrower and the Finance Department will not reduce the Borrower's liability to the Media Department, but may allow them to recover part of their loss.

Please print in BLOCK CAPITALS (in pen):

I, the Borrower, have understood and agree to abide by the terms and conditions stated.

FULL STUDENT NAME:

MR/MS.....

DEPARTMENT:

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CARD NUMBER:

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Student Signature:DATE:

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I hereby authorise the student named above to borrow equipment from the Media Equipment Centre. Please print in BLOCK CAPITALS (in pen):

FULL STAFF NAME:

MR/MS.....

DEPARTMENT:

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CARD NUMBER:

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Staff Signature:DATE:

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This document must be completed and returned to the Media Department before equipment can be borrowed.

STAFF SIGNATURE: