



## Regulations for access to borrow equipment from the Equipment Store

### Lending terms:

The lending period is 3 days. Exemptions from the fixed lending period are possible if the equipment is to be used in an exhibition, performance, lecture, etc. that lasts longer than the normal lending period. This must be specified beforehand when ordering. In such case, students must obtain confirmation from the Dean for the lending period in question and for the purpose for which the equipment is to be used.

**The borrowed objects must be returned to the Equipment Store at the right time** and must not be passed on to the next lender. If the borrowed objects are not returned at the right time, the following will come into effect:

- For initial breach of the regulations, the borrower will lose borrowing privileges for 14 days after the end of the loan. Delays of more than 5 days are regarded as a 2<sup>nd</sup> breach of the regulations.
- Borrowers who breach the regulations for a 2<sup>nd</sup> time will lose borrowing privileges for one month.
- Borrowers who breach the regulations for a 3<sup>rd</sup> time will lose borrowing privileges for the remainder of the academic year
- In the event of other material breach of the regulations, the borrower will lose borrowing privileges as long as the Head of Section finds appropriate.
- If a person has lost borrowing privileges and uses a third party to borrow equipment, this will mean that borrowing privileges will be withdrawn from both persons for the remainder of the academic year.
- If the borrower disagrees with the Equipment Store on decisions made on behalf of the borrower, this must be discussed with the Head of Section, *not* the Equipment Store.

The borrower undertakes to use the borrowed equipment properly. Incorrect use may damage the equipment.

**If the equipment is lost or damaged**, the borrower must notify the Equipment Store immediately. It is **not** allowed to “modify” borrowed equipment, such as removing parts, cutting cables, drilling holes, painting or in any other way changing the borrowed equipment! This will be regarded as vandalism and will result in liability in damages. Please ensure that all accessories are also delivered together with the borrowed equipment. Accessories mean herein remote control, cables, covers, batteries, battery charger, etc. If accessories are missing, this will be regarded as loss of equipment.

The borrower is obliged to report theft of borrowed equipment to the police.

The borrower is financially responsible for the equipment during the entire lending period and is obliged to replace the equipment if it is lost or damaged.