



**CRAWFORD  
COLLEGE OF  
ART & DESIGN**

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Student Induction Manual

The Dept. of Media  
Communications  
Equipment Loan  
Agreement Document

## **Media Communications Equipment Loan Agreement Document**

The Equipment Store in the Media Communications Department offers a variety of audio and visual equipment which may be loaned by both staff and students of the department. Students will require their CIT ID Card to borrow equipment.

### **1. Conditions**

Any student in the Media Communications Department who needs to borrow equipment in order to complete a project may do so subject to the conditions outlined in this document.

- The equipment is provided for student projects only. Equipment is not loaned for any private or commercial use whatsoever
- The equipment is available only to students and staff of the Media Communications department. Written approval from the Media Communications Head of Department will be required for any other users to borrow equipment

### **2. Lending Periods**

**Please note that the function of the AV Store is to provide equipment to students as short-term loans.**

Students may borrow equipment for a maximum of three days. If equipment is required for a period longer than this the appropriate lecturer must make contact with the technician in the AV Store to approve this longer borrowing time.

### **3. Liability**

The student who borrows the equipment is responsible for the safe return of the loaned equipment. This applies if you are borrowing equipment as part of a project group also. While it is not advised to pass on your equipment to another student, if you do so, please note that you are liable for all equipment signed out in your name until its return

### **4. Reservations**

Reservations of equipment is permitted please contact the technician if you would like to reserve equipment.

### **5. Returns**

Equipment borrowed is to be returned on or before the due date in clean and working order. This includes all accessories such as lenses, lens caps, firewire cables and so forth. Cables should be tied up properly. Students are **not** permitted to paint cables or other equipment. . Students should advise technical staff of faulty equipment or damage when returning to the AV Store.

## **6. Studio Equipment and Access**

The use of the studio is restricted to scheduled class time and booked access by students at other times subject to availability on the timetable. No equipment is to be removed from the studio without the approval of the department technician. Any equipment failures or breakages in this room must also be reported to the department technician. Failure to treat this room and its equipment with respect will lead to removal of non-supervised access to this room

## **7. Equipment Use Restrictions**

**Late Return** – Demerit points will automatically apply to students who are late returning equipment at a rate of 2 per day. An accumulation of 6 points will result in the student being suspended from further borrowing for 1 week. As outlined below, continued breaches of lending will result in longer suspension periods with the possibility of complete suspension for the academic year for repeat offenders.

**6 demerits = 1 weeks suspension**

**12 demerits = 2 weeks suspension**

**18 demerits = 4 weeks suspension**

**22 demerits = suspension for remainder of academic year**

### **Sub-Lending**

- Equipment loaned to another student in the department remains the responsibility of the original borrower until returned. There are no exceptions to this. Students should return the equipment, and advise the other student to borrow, it then becomes their responsibility. Equipment is not to be loaned to anyone outside the department by a student. Failure to adhere to this will result in permanent exclusion from the equipment loaning service.

### **Not for Private or Commercial Use**

- The equipment is intended for Media Communications department related use only. The use of any borrowed equipment for anything that is not project related is prohibited. You will be suspended from the equipment loaning service indefinitely for violation of this rule.