TERMS & CONDITIONS OF LOAN

The Terms and Conditions of Loan are as follows:

a. Equipment is for ACADEMIC use only and not for personal or other use. Chair, WSCI and HOD reserve the right to reject any request for use.

b. Equipment may be borrowed and returned on time in full and in person at the loan counter only. Persistently late and partial return of equipment without offering plausible reason is deemed an infringement of the conditions herein.

c. Borrowers must be present throughout the check-out and check-in inspection. Those who leave before the inspection is completed do so at their own risk and are liable for fault(s) identified.

d. Prior approval from Chair, WSCI for use of Video/Audio equipment to produce project(s) for coursework must be obtained through your supervisor/HOD at least 3 weeks before the required date.

e. Borrowers must give one week advance booking notice. Booking/extension request may be fulfilled but not guaranteed and subject to available resources, handling competence, outstanding dues, loans and priority given to coursework class use.

f. All Equipment must be returned at the end of each semester, i.e., end Apr and end Nov. Use of equipment in semester breaks are to be approved by Chair, WSCI and HOD and limited to school related project/practicum and non-profit competition entry.

g. No more than one of the same equipment may be loaned to the same person.

h. Borrowers who infringe the terms and conditions of loan will have their borrowing rights suspended or revoked.

i. Borrower must give notice of using the loaned equipment overseas or off-campus and insure against loss and damage.

j. All borrowers shall clean and safe keep optical equipment against fungus and mould.

k. Optical equipment in borrower’s possession for 3 months or more is liable for servicing fees for damages.

l. The policy on stolen, lost and damaged equipment is part of the conditions herein and the Borrower shall read, accept and comply with.

m. Lecturers who require use of equipment for class must book in advance before the start of semester. A class name list and student groups is to be given to verify legitimate use.

n. Lecturer-in-charge must advise their students to ensure competent use of equipment as technical staff is not obliged to teach them.