

On-Campus Equipment Lending Policy

Policy Owner: Facilities Manager

Last Updated: July 2019

Last Reviewed: July 2019

Next Review Date: July 2020

Version Number: v1.4

Informed by Quality Code Chapters:

1. Introduction

- 1.1 ICMP maintains a stock of desirable instruments, boutique amps and electronic equipment that can be borrowed (free of charge) from the facilities helpdesk.
- 1.2 This policy strictly applies only to students currently studying at the ICMP. Equipment can be booked:
 - For practice purposes
 - To assist with coursework, exams and assessments
 - To facilitate recording sessions

2 Procedure

- 2.1 Equipment can only be hired from the Facilities reception. Equipment hired from Facilities will be scanned and assigned to individual student ID's in the Facilities Asset Software (Asset Panda).
- 2.2 Once your class/task has been completed you should return the item to Facilities reception within a reasonable time frame. You must wait and ensure the item is scanned back in upon return.

Please note you will not be allowed to hire anything if you do not have your Student ID card.

Students cannot use another Student's ID to hire equipment.

- 2.2.1 Damage to any instrument due to lack of care will be investigated and dealt with under the student disciplinary procedure. A charge for repair, or, if necessary, replacement may be issued.

1. Responsibilities

1.1 ICMP will:

- Supply the instrument in full working order and in good condition
- Undertake regular maintenance and the repair of ICMP equipment

1.2 The hirer will:

- Take care to keep the instrument in full working order and in good condition at all times and return the instrument, or equipment, in the same condition it was hired.

- return the instrument within the same day

1.3 The hirer agrees that they will not:

- **take items off campus**
- lend items to fellow student or guests
- modify or re-calibrate instruments and equipment
- hire more than one instrument at a time

2. **Damage / Loss**

2.1 ICMP accepts that some wear and tear is inevitable and will therefore bear the maintenance costs for minor damages deemed consistent with careful use of the instrument. Major damage to any instrument due to lack of care will be investigated and dealt with under the student disciplinary procedure.

2.2 The hirer accepts responsibility to replace lost or stolen instruments or make payment to cover the cost of replacement.

2.3 The hirer accepts responsibility to repair instruments that have suffered damage beyond that which would be generally expected through fair wear and tear.