

SPIRIT STUDIOS.

Equipment Loans Policy

Introduction

This policy outlines the policy for loaning of equipment from Spirit Studios to students, staff and other individuals, where these cannot be supplied under the terms of the Rules for the use of Facilities and Equipment Use policy.

Such loans must provide an organisational benefit to Spirit Studios. E.g. A student could organise an event outside of Spirit Studios premises and request a loan of equipment that they require for the event. Such an event isn't a requirement or an assessment strategy for the student's course, but Spirit Studios views it as positive educational development for that student.

Scope of this policy

This policy covers all sign-out and location equipment that may be requested by staff, students and other individuals as a personal loan.

Policy statement

Spirit Studios recognises the importance of ensuring equipment is kept available on-site for use by students under the terms of the Rules for the use of Facilities and Equipment Policy. Any loan of equipment for personal use is carefully considered. Only sign-out equipment, location equipment and other stock items (i.e. chairs & tables) will be considered; no equipment will be removed from any facility to loan to any individual.

SPIRIT STUDIOS.

Responsibilities

This policy applies to students, staff and individuals who request a loan for any equipment. The site Facilities Manager has overall responsibility for ensuring Spirit Studios complies with this policy.

The Facilities Manager is supported in this responsibility by the Technical Director and Technical Department. Any questions or concerns about the operation of this policy should be referred to the Facilities Manager: support.manchester@spiritstudios.ac.uk.

Relationship with existing policies

This policy must be read in conjunction with the following policies and guidance applicable to the user:

Student Handbook

Staff Handbook

Rules for the use of Facilities and Equipment

IT Security Policy

Rules for the use of IT Facilities

SPRIT STUDIOS.

Equipment loans

The information in this section is applicable to all users who request a loan of equipment that cannot be supplied under the terms of the Rules for the use of Facilities and Equipment Policy.

All users must read and comply with this policy. Loaning of equipment implies acceptance of the terms of this policy and the following points:

Any loan is at the discretion of the Facilities Manager. The Facilities Manager's decision is final.

Individuals must inform Spirit Studios immediately of any change of address or phone number.

Individuals may only loan items in the use of which they have been fully inducted.

The period of loan for each item is determined by the Facilities Manager. All items must be returned on or before the date or time due.

An equipment loan may only be extended with approval from the Facilities Manager.

Fees may apply for extended loans.

Charges will apply for non-return of all items, and fees may apply for late returns.

Unreturned items will be deemed to have been lost by the individual and the individual's loaning rights may be withdrawn until the matter has been resolved to the satisfaction of the Facilities Manager.

CONT

SPIRIT STUDIOS.

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and we are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate, and in implementing and enforcing effective systems to counter bribery and corruption.

We will uphold all laws relevant to countering bribery and corruption. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

If an item is not returned an invoice for the replacement cost of the item, together with any outstanding fees, will be levied.

Should the item(s) subsequently be returned, the replacement costs may be deducted from the amount payable.

For items reported lost or damaged where the cause is deemed wilful or due to neglect, an invoice will be levied for the cost of replacement/repair and any incurred fees.

Where a replacement item is no longer available for purchase, a standard fee (based on the replacement value if a replacement was available) will be levied.

Individuals who have overdue items outstanding will not be permitted any further loans until the overdue items have been returned.

In exceptional circumstances loan items may be recalled prior to the return date. For example: an item may be recalled by the manufacturer due to safety concerns.

Any equipment that is being loaned and taken off site is covered by insurance for theft only. Accidental damage is not covered.

Equipment must be safe and secure when off site, and must not be left unattended, e.g. left in a car. If equipment is being loaned overnight it must be stored securely inside locked premises.

SPIRIT STUDIOS.

Requesting a loan

Students must contact one of their module leaders. The module leader will then liaise with the Facilities Manager. Staff and 3rd parties must contact the Facilities Manager.

If the loan is approved you will be contacted by the Facilities Manager to complete an Equipment Loans Form.

Any charges for the loan must be paid, if applicable.

Equipment is collected from the Facilities Manager.

If you wish to extend the loan of the equipment please contact the Facilities Manager as soon as possible.

Equipment loss

In all instances the lender must contact the Facilities Manager as soon as possible and explain the circumstances of the loss of equipment.

In the case of off-campus loss, the lender must report the incident to the police as soon as possible and obtain a crime number.

SPIRIT STUDIOS.

Breach of rules

In the event of any breach of these rules, Spirit Studios may take one or more of the following sanctions:

The imposition of charges, fines and/or;

The withdrawal of the individual's right to loan equipment under this policy in the future.

Appropriate disciplinary action. In the case of students, further action may be taken in accordance with Spirit Studios disciplinary procedures set out in the Student Handbook.

In the case of an apparent breach of the rules by a member of staff, his/her line manager will be informed. Further action may be taken in accordance with Spirit Studios procedures set out in the Staff Handbook.

Individuals should note that breaches of the provisions set out in this policy may also lead to criminal or civil prosecution.

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