

## Equipment Loans Policy

*Last reviewed: 11/08/2023*

### Introduction

This policy outlines the loaning of equipment from Spirit Studios to staff, students and other individuals that cannot be supplied under the terms of the Rules for the use of Facilities and Equipment policy. Such loans must provide an organisational benefit to Spirit Studios.

I.e. 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 for the student's course but Spirit Studios view it as positive educational development for that student.

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

The Facilities Manager has overall responsibility for ensuring Spirit Studios complies with this policy.

### Relationships with existing policies

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

- IT Security Policy
- Rules for the use of Facilities and Equipment
- Rules for the use of IT Facilities
- Staff Handbook

- Student Handbook

## **Equipment Loans Policy**

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.

### **Loans Policy**

1. Any loan is at the discretion of the Facilities Manager. The Facilities Manager's decision is final
2. Individuals must inform Spirit Studios immediately of any change of address or phone number
3. Individuals may only loan items they have been inducted on the use of
4. The period of loan for each item is determined by the Facilities Manager
5. All items must be returned on or before the date or time due
6. Loaned equipment may only be renewed with approval from the Facilities Manager. Fees may apply for renewed items
7. Charges will apply for non-return of all items and fees may apply for late returns
8. Items not returned 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. If an item is still not returned an invoice for the replacement cost of the item, together with any outstanding fees, will be levied
9. Should the item(s) subsequently be returned, the replacement costs may be deducted from the amount payable
10. 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 fees
11. 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
12. Individuals who have overdue items outstanding will not be permitted any further loans until the overdue items have been returned
13. 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

14. 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

### **Requesting a loan**

1. Staff and students must contact the Facilities Manager to request the loan
2. If the loan is approved you will be contacted by the Facilities Manager to complete an Equipment Loans Form
3. Any charges for the loan must be paid, if applicable
4. Equipment is to be collected

### **Extending a loan**

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

## **Items Reported Stolen**

### **Off-site loss**

The individual who has loaned the item must report the incident to the police as soon as possible and obtain a crime number.

### **In all cases**

The individual must contact the Facilities Manager and explain the circumstances of the loss of equipment.

## **Breach of the Rules**

### **Sanctions**

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

1. The imposition of charges, fines and/or;

2. The withdrawal of the individual's right to loan equipment under this policy in the future
3. Appropriate disciplinary action. In the case of students, further action may be taken in accordance with Spirit Studios' 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
4. Individuals should note that breaches of the provisions set out in this policy may also lead to criminal or civil prosecution