

Media City UK Portable Equipment Loans Policy

Effective from 1st August 2013

Version Number: 2.2

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Media City UK**

Document Control Information

Status and reason for development

Status: New Policy as Loans scheme requires online booking and there are sanctions for failing to comply with the policy. These rules need to be incorporated into the relevant Programme Handbooks.

Revision History

Date	Author	Summary of changes	Version No.
Dec 2013	Rik Berry	Intro new 2.2 c	V2.2
Sep 2013	Rik Berry	Amend to 2.2 c	V2.1
July 2013	Rik Berry	Draft submitted for relevant Head of Schools approval and MCKU Exec Group authorisation	V2.0Draft

Policy Management and Responsibilities

Owner: The Technical Services Manager (MCKU) is the policy owner and is responsible for issuing this policy. Responsibility for communication and implementation of the policy has been delegated to the Technical Creative Demonstrator MCKU.

Others with responsibilities (please specify): All students and staff involved in the programmes offered by CSE and School of Arts & Media (which have provided equipment to the MCKU Equipment Store) must comply with this policy.

Assessment

	<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>
Equality Analysis	X	
Legal	<input type="checkbox"/>	X
Information Governance	X	<input type="checkbox"/>
Academic Governance	X	<input type="checkbox"/>

Consultation

	<i>Cross relevant consultations</i>
Staff Trades Unions via HR	<input type="checkbox"/>
Students via USSU	<input type="checkbox"/>
Any relevant external bodies (please specify)	<input type="checkbox"/>
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Authorised by: Paul Waters

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Review due: July 2015

Document location: University Policy & Procedures Pages
<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures>

Document dissemination and communications plan

US online, student channel article, Induction training and online test for SiSo users

1.0 Purpose

The purpose of this document is to specify the terms and conditions for use of the Media City Portable Equipment Loan Scheme.

2.0 Scope

The policy applies to;

- all students studying on programmes which have supplied equipment to the Equipment Store at MCUK within:
 - School of Computing Science and Engineering and
 - School of Arts & Media)
- all staff who support these programmes

Equipment and services are only provided to students in order to complete assessed project work, or as part of a scheduled class.

The policy does not apply to students on any other course or module

2.0 Policy Statements

2.1 Eligibility Criteria to borrow equipment

- a. Students who are not members of the Schools of CSE or A&M cannot borrow the portable equipment.
- b. Even within these schools not all students are eligible to use the full range of equipment. Certain equipment is only for use by courses with specific module requirements
- c. The relevant skills training session must be completed in order to book and borrow equipment.
- d. The borrower must at all times ensure that they comply with the Health and Safety legislation applicable to their location, and a relevant risk assessment must be completed and countersigned by your tutor. Details of all safety documents can be found at <http://www.hr.salford.ac.uk/safety/>
- e. All equipment must be booked via the SiSo online booking system (hereafter referred to as SiSo).
- f. No bookings will be taken over the phone.
- g. You are not permitted to hire equipment on behalf of, loan or sub hire equipment to another user.
- h. When you borrow equipment from MCUK you are agreeing that you are fully responsible for any and all damage or loss to the equipment listed on your booking, and any costs associated.
- i. If you don't require equipment you have previously booked you should cancel your booking via SiSo, thereby releasing it for other students to book.

2.2 Terms of the loan

- a. There is a 4 day **maximum** loan period for all equipment. Normal loan periods are shorter than this.
- b. The borrower must present his/her Student ID card to collect booked equipment from the Portable Equipment Store (see below).
- c. Equipment store staff will sometimes make bookings for equipment to be used in classes. This equipment will be allocated to individual students at the time of collection. These bookings have fixed return times – usually the end of the class. Students are fully responsible for the

equipment and must return the items at the agreed time. Equipment returned late from classes will generate fines in the same way as any other booking.

- d. Equipment that has been booked must be collected at the agreed time. The booking will be automatically cancelled if not collected within 1 hour of the agreed collection time.
- e. The borrower remains **solely responsible** for the equipment and **must not** loan it to another party, even if the other party is another student or member of University staff.
- f. At the point of collection, the borrower must check the condition of all portable equipment. Once the equipment has been collected and checked, the borrower is liable for the repair or replacement costs if any part of the equipment is lost or damaged on return to the store. Most kits will have a key fob detailing exactly what is included in the kit. The borrower must ensure everything listed on the key fob tag is in the bag at the point of collection and return. Additionally batteries should be charged after use and lamps in lighting kits should be functional.
- g. The borrower must report any faults that are discovered or damage incurred, whilst in possession of the equipment, to the Portable Equipment Store as soon as possible.
- h. You must not use the equipment in any way that breaches any University of Salford guidelines, policies and regulations or that brings the University in to disrepute.
- i. **Student users are not permitted to use the equipment for profit or private use.**
- j. Under **no circumstances** is the equipment to be left unattended unless it has been properly secured and stored.

2.3 Portable Equipment Store Opening Times (Term Time Only)

Monday – Friday, 9am – 1pm and 1.45pm – 5pm

Under no circumstances can equipment be borrowed or returned out of these times.

2.4 Returning the Equipment

- a. The borrower is responsible for ensuring that the equipment is returned in the same condition in which it was borrowed. The equipment should be checked by the borrower before leaving the premises and missing items or faults reported. Any missing or damaged items on return could be charged at full replacement or repair cost.
- b. Equipment must be returned on or before the return date and time. The borrower is responsible for checking the return dates and times on his/her SiSo account.
- c. The booking return time is **the latest** time the equipment should be returned. Equipment can come back before this time.
- d. Failure to comply with the loan conditions of this policy will result in fines and possible withdrawal of your loan privileges. See Section 2.8

2.5 Theft of portable equipment

- a. In the event loan equipment is stolen, the borrower must immediately report the matter to the local Police to obtain a crime reference number.
- b. The borrower must also inform staff in the Portable Equipment Store at the earliest opportunity and not later than the return time providing them with the crime reference number.
- c. Consideration will be taken as to the security measures that in place to protect the equipment. Where there is reason to suspect insufficient precautions were taken, or that the student has not followed this policy, sanctions may be applied to the borrower. See Section 2.8.

2.6 Use of the portable equipment store during the summer break

- a. Postgraduate students are permitted to use equipment over the summer break to support module work.

- b. Undergraduate students may only borrow equipment over the break when completing referral work or where they have obtained prior permission from a programme leader and have provided documentary evidence of this to the staff in the Portable Equipment Store.
- c. Once undergraduate modules end (around May) all SiSo accounts will be suspended until the start of the academic year and induction attendance and equipment may not be booked for loan after this time.

2.7 Procedure for extended loan period – exceptional circumstances

- a. If, due to the specific nature of the project, an extended loan period is required, students should seek extension approval from their **programme leader**, at least 48 hours before the agreed return time. No other lecturer's permission will be accepted.
- b. Extended loans will only be provided where this will not impinge on other already booked loans.
- c. If approval is granted, the Programme Leader should notify Store staff. Store staff can then make the extended booking on behalf of the student.

2.8 Sanctions for loss, theft, damage or late return of equipment

The Portable Equipment Store penalty system exists to encourage professional practice, to ensure that the equipment continues to be of usable quality and to ensure fair access to the equipment by all students. Even though there is a good stock of equipment, there is also a high demand. Late returns and carelessness disadvantages other students and causes inconvenience to staff.

The University Student Discipline Policy may be invoked against students in circumstances where their negligent, careless or reckless behaviour causes loss and or damage to loaned equipment or impacts on other borrowers with repeated late returns of equipment.

2.8.1 Late returns

- The SiSo system automatically issues fines for late return of equipment. (See Appendix 1: Penalty Tier System for details.) SiSo will automatically generate all fines. Please do not appeal to the Store Staff as they do not generate the fines. If you receive an email from the SiSo system notifying you of a fine, you should log on to your account and check the amount.
- The fine will accrue, as per the tier system, until the equipment is returned to the Store.

2.8.2 Fines and payments process

- Late return fines are automatically applied to accounts via SiSo.
- Once a fine has been levied, you have 14 days to pay the full amount. After this time, if there is still any part of the fine still unpaid, your account (and ability to borrow) will be suspended until the outstanding amount has been settled.
- Any outstanding fines can be seen by logging in to SiSo.
- Fines can be paid online through SiSo (using PayPal). This is the preferred method of payment. Fines can also be paid at the Finance Office at Faraday House. A receipt will be given which must be shown to Equipment Store staff as proof of payment. The fine will then be removed.

2.8.3 Non payment of fines

- Fines still outstanding at the end of an academic year will be placed on the student's University record. The student with outstanding debts will be pursued for these debts. If payment is still not made it will be referred to an external debt.

collection agency and an additional 10% will be added to cover this cost. Should the debt agency be unsuccessful in collecting the debt, a hold would be placed on the student's account meaning they will be unable to receive their exam results or graduate until all fines have been settled.

2.8.4 Damage to or loss of equipment

- Lost or damaged items may be charged at full replacement or repair cost. This will be assessed on a case by case basis and applied to the borrower account. Please notify staff in the Portable Equipment Store immediately in the event of loss or damage. Equipment must be checked immediately on collection. Students are liable for missing or damaged items once the equipment is in their care.

2.9 Fines Appeals Procedure

- Students can ask store staff if they think they have grounds for an appeal. Store staff can advise. The student can then choose to appeal or not.
- In order to appeal, students should email the Tech Team Leader (TTL), n.salmon@salford.ac.uk, with their appeal, including the reasons why they are appealing and why they consider that the fine should be removed. The TTL makes a decision from the submissions made by the student within 5 days of the appeal being submitted.
- If appeal is accepted by TTL, fine is removed.
- If appeal is rejected and student accepts this, then payment must be made as outlined above.
- If appeal is rejected and student doesn't agree, the student can submit a final appeal to be considered by the Appeals Panel. The panel shall consist of a number of Store staff, an academic member of staff on a relevant related
- If final appeal is rejected, then payment must be made as outlined above.
- Where a student;
 - misses or is aware he/she will miss a deadline for submission of coursework due to circumstances out of their control, and;
 - is aware he or she will not be able to return borrowed equipment in time for the return deadline;

he/she must contact the Equipment Store staff as soon as possible to inform them of the delay in return. The student may wish to follow the Personal Mitigating Circumstances Procedure (PMC) in relation to the missed coursework submission. Reference to any Equipment late return fines should be included within the PMC submission.

3.0 Related Documentation

- Student Disciplinary Policy
- Personal Mitigating Circumstances Procedure

4.0 Appendices

Appendix 1: Penalty Tier System (late returns)

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Weekend penalties are charged at a two day rate in order to deter students from missing weekend returns and to reflect the inconvenience to other people. It is vital to ensure that equipment is returned promptly on Friday afternoons to ensure that it is available for other users and you don't incur a weekend penalty.

The last bookable return time is 4:30pm although equipment will be accepted by Stores staff until 5pm and no later. The last bookable collection time is 4.30pm and you can collect pre booked equipment until 4.45pm. Please don't turn up later than this expecting to collect equipment as we close promptly at 5:00pm. After 4.30pm you cannot book equipment for collection until the next day.

Penalties for late return of equipment work on a tier system, based on the value of the equipment and how overdue it is. You can check the late return penalties on each piece of equipment on SiSo by clicking the 'i' button next to each item

Fines will be levied on a tier based system detailed below:

Tier level	First day fine	After 24 hours fine * As soon as equipment is more than 24 hours late, fines accrue at the full daily rate
Tier 1 (Small items e.g. CF card, headphones, microphone, USB lead? Boompole, raincover)	£1 per hour up to maximum of 5 hours (based on the opening times in 2.3 above)	£5 per day*
Tier 2 (Lower value equipment e.g. Tascam, Lighting kit, Sound kit (inc rifle mic kit), Marantz kit, Tracking Dolly, Lenses, Monitor, Zoom recorder)	£2 per hour up to maximum of 5 hours (based on the opening times in 2.3 above)	£10 per day*
Tier 3 (High value equipment e.g. Camera kits)	£3 per hour up to maximum of 5 hours (based on the opening times in 2.3 above)	£15 per day*

*Example 1: Marantz kit (Tier 2) due to be returned at 12:00 on a Tuesday

Actually returned at 11:00 on Wednesday

Fine: £10 (£2 per hour up to maximum of 5 hours)

Actually returned at 12:01 on Wednesday

Fine: £20 (As above + additional £10 daily charge)

*Example 2: Marantz kit (Tier 2) due to be returned at 12:00 on a Friday

Actually returned at 11:00 on Monday

Fine: £30 (£2 per hour up to maximum of 5 hours + 2x £10 daily charge)

Actually returned at 12:01 on Monday

Fine: £40 (As above + additional £10 daily charge)