

## Equipment Loans Policy

### 1. Introduction

This policy outlines the loaning and use of equipment from MAH to students (who are enrolled on practice courses or modules) and staff, and covers all loaned equipment that may be requested.

### 2. Equipment Loans

The information given in this section is applicable to all users who request a loan of equipment. All users must comply with this policy. Loaning of equipment implies acceptance of the terms of this policy and the following:

- All students and staff in the School of Media, Arts and Humanities must treat one another respectfully in accordance with School policies. Poor conduct on any level will be taken very seriously and likely reported to senior management.
- All equipment loan requests are made through SiSo (<https://sussex.siso.co/mah/>)
- All users need to register on SiSo before they can borrow any equipment or make bookings for the studios, edit booths or other facilities. Your registration will then be activated by a member of the technical team on your first visit to the equipment loans store (Silverstone building room 250).
- The standard equipment loan period is from the date and time of collection until 10am the next working day. All equipment must be returned by 10am and if you are unable to meet the returns deadline you must contact the MAH Equipment Stores as soon as possible by phone; 01273 873636 (for short notice), or email; [MAHTechServ@sussex.ac.uk](mailto:MAHTechServ@sussex.ac.uk) (for long notice).
- All loans must be collected promptly, any items not collected within thirty minutes of the booking time are automatically deleted from SiSo. If, for any reason, you are delayed in collecting booked equipment you must contact the MAH Equipment Stores as soon as possible. It may be possible to amend the collection time. If your booking is automatically cancelled by SiSo, you will need to rebook the equipment yourself.
- All loans must be collected no later than 30 minutes before the daily closure time.
- All items must be returned on or before the date and time due.
- All items must be returned in the same state as they were issued, in full, as per stores records, with all accessories in a tidy and orderly fashion. This includes the correct coiling of cables.
- All files must be downloaded from the memory card(s) before the equipment is returned and we encourage you to delete your files from the card but these are formatted upon return. All cards must be returned at the same time as the rest of the kit.
- Any equipment loaned for use within the university or taken off site must be carefully looked after and kept safe and secure. Items must not be left unattended at any time and must be stored in a secure location when not in use.
- The signatory for the loan is solely responsible for all items borrowed (as itemised within SiSo) and must ensure the safe return to the MAH Equipment Stores for serviceability checks and maintenance prior to reissue.
- Equipment must not, under any circumstances, be sub-let by the borrower, or passed to anyone else including another student or third-party/those external to the University. Passing equipment directly to another student or third-party/those external to the University is not the correct procedure for handover and full responsibility for every item would remain with the signatory. This includes class bookings so we strongly recommend that items are booked out to students during classes.
- The equipment must be collected and returned by the person named on the booking.
- Delegating the equipment return to another person is only permitted through prior arrangement with technical staff and full responsibility remains with the person named on the booking. This includes class bookings.
- Equipment cannot be loaned without advance completion of the booking process online, and equipment cannot be collected ahead of its allocated booking time.

- All users should cooperate with stores staff should they need to contact you by phone or email during the loan period or if equipment is overdue.

## 2.1 Extended Loans

- Equipment loan extensions will be considered, with written permission from your tutor, for a maximum period of three weeks and is dependent on its availability. All request for equipment loan extensions will be reviewed and assessed by the Senior Technical Manager who is authorised to make the final decision regarding such requests.
- Users must check the availability of the equipment prior to making an extension request.
- All extension requests must be made prior to collecting the equipment via the [MAH Equipment Extension Request Form](#) and must include as much detail as possible including a legitimate reason for the request.
- Your tutor will reply to your request via e-mail either accepting or rejecting it.
- Extension requests are not approved until accepted by both your tutor and the MAH Technical Services team.
- Extensions cannot be applied retrospectively; therefore, you must have an agreed extension request in place before the collection time.
- Users may not apply for an extension after the equipment is collected.
- Should you have specific accessibility requirements, please contact your tutor, the Student Experience team, and the Technical Services team. We will be happy to discuss this with you.

## 2.2 Lost, Damaged and Unreturned Equipment

- Lost, damaged or stolen equipment must be immediately reported to a member of the technical team.
- In the event of items being stolen, the borrower must report the incident to the police as soon as possible and obtain a crime number.
- Items not returned within the agreed loan period will be treated as lost by the individual and any further loaning rights may be withdrawn until the matter has been resolved as agreed by the Senior Technical Manager.
- If an item is not returned and there is no satisfactory explanation or evidence of the insurance procedure having been followed, an invoice for the replacement cost of the item will be levied.
- For items returned or reported lost or damaged, the user will be liable for the cost of repair or replacement.
- Where a like for like replacement item is no longer available for purchase, a fee based on the replacement value will be levied. Cheaper alternatives will not be accepted.
- Users with overdue items outstanding will not be permitted any further equipment loans until the overdue items have been returned.
- If, for any reason, you are delayed in returning equipment you must contact the MAH Equipment Stores as soon as possible. It may be possible to extend the loan or for alternative arrangements to be made for equipment to be made available for the next user.
- A three-strike system is in place for late returns. If you receive a third strike you will be banned from SISO until the matter is resolved with your tutor and the Senior Technical Manager, Technical Supervisor and Stores Supervisor. You will receive a strike if:
  - You return equipment late.
  - You return equipment in an unreasonable condition.
  - You use the equipment in a way that could be dangerous or cause harm to yourself or others.
- You will receive an immediate ban if you leave equipment unattended at any time.

## 3. On Location in the UK

- Staff and students should ensure that everything has been done to ensure their safety, and the safety of others, whilst on location. Students should discuss the location details with their tutor and both should agree and be satisfied.

- Recording on private property often requires a permit or written permission from the owner, which should be obtained in advance.
- Staff and students are responsible for completing all necessary ethics approval, and risk assessments, linked to their work on location.

### 3.1 Taking Equipment Overseas (Outside the UK)

- Requests to take equipment overseas also require authorisation from a tutor.
- Before making a request, please check that the equipment is available on SiSo.
- Staff and students wishing to travel overseas on university business are required to register for travel insurance, available from the university. This is mandatory.
- Staff and students are responsible for completing all necessary ethics approval, and risk assessments, linked to their work on location.

Please refer to the [Travelling Overseas with University Equipment Policy](#) for further information and guidance.

### 3.2 Insurance

Staff or students can arrange travel insurance through the University for travel overseas or for an overnight stay in the UK. The University Business Travel Insurance Policy covers:

- Staff and Research post graduates travelling on University business.
- All undergraduates on a field trip organised by the University and accompanied by University staff and which is a compulsory part of the students' degree course.
- Taught post graduates on a field trip or business trip, which is a compulsory part of the course.
- Emeritus Professors where they are employed as Associate Tutors or Research Collaborators and/or using devolved University funds or School funds for travel, with the authorisation of the Head of School.

If your trip is not covered by the University insurance you may be required to take out private insurance to cover the equipment. For further information please visit <http://www.sussex.ac.uk/finance/how/expenses/travel-insurance>.

For more information, please refer to the Travelling Overseas with University Equipment policy document.

## 4. Breach of Rules

If you experience a problem with equipment please contact us on 01273 87363 or email [MAHTechServ@sussex.ac.uk](mailto:MAHTechServ@sussex.ac.uk) at the earliest opportunity. We are here to help.

However, in the event of any breach of the Equipment Loans Policy, the following sanctions may be taken:

- Charges or fines.
- The withdrawal of the individual's right to loan further equipment under this policy in the future.
- Appropriate disciplinary action.

## 5. Declaration

- When making a booking through SiSo, users are prompted to agree to the terms and conditions of use as outlined in this policy. By accepting the T&C's you are confirming that you have read, understood and agree to the terms. Bookings cannot be made unless the terms are accepted.