

The University of Edinburgh

Learning Spaces Technology

Terms & Conditions

Introduction:

All University staff and students may borrow audio visual equipment and accessories on a loan basis subject to the terms and conditions set out below.

Audio Visual equipment is expensive and in demand by many staff and students. In order to effectively and efficiently manage the loan of equipment and to ensure that all users have an equal opportunity to access the equipment they need, the University requires that users must agree to comply with these terms and conditions if they want to borrow such equipment.

Terms and Conditions of Loan:

1. Definitions

LST: Acronym for Learning Spaces Technology at the University of Edinburgh

Equipment means all audio visual, IT or other technical equipment borrowed by you from Learning Spaces Technology

Improper use means using the equipment otherwise than in accordance with the manufacturers and/or LST's instructions, using the equipment for a purpose other than intended and failing to protect it from loss or damage.

Loan Period means the period for which we agree to lend you the equipment.

University: in using this term we are referring to the University of Edinburgh only.

Ban: means putting a stop on your borrowing privileges from Learning Spaces Technology.

EASE: this is the University's reduced-sign-on service, providing access to various restricted applications and resources. See <https://www.ed.ac.uk/information-services/computing/computing-infrastructure/authentication-authorisation/ease>

2. Equipment ownership and loan

- 2.1 All booking requests made by Staff and Students are subject to approval by the Service Desk. Whilst we will endeavour to meet equipment requests, we reserve the right to reject any such requests on the basis of it being too short notice, lack of resources or time of year.
- 2.2 Please note that all bookings must be made a minimum of 2 working days in advance of your chosen collection date. This is non-negotiable.
- 2.3 All equipment remains the property of the University and as such reserves the right to ban you from borrowing equipment in the future, should equipment in your care be damaged or not returned within the agreed loan period.

- 2.4 The University reserves the right to request the borrower replaces the item(s) like for like, should it be severely damaged, lost or not returned.
- 2.5 Equipment cannot be used in connection with any illegal or criminal activities. This is subject to an automatic ban and referral to the appropriate authorities.
- 2.6 Booking requests with a high number of loan items and/or a high value item will be subject to Service Desk approval, and we may ask you to provide details as to what the equipment is to be used for.

3. **Eligibility**

To be eligible to borrow equipment you must be either

- A current student matriculated at the University OR
- A member of staff currently employed by the University that has a valid staff/employee number.

And you must have all the following

- Hold and produce on request a current valid matriculation card and/or staff card
- Have an EASE account and login
- Not have failed to return any equipment for which the loan period has expired
- Not be banned from borrowing equipment from LST

4. **Loan Period and Penalties for Late Return**

- 4.1 LST equipment loans are for short term limited use only and therefore we cannot authorise and confirm regular and continuous bookings. If a piece of equipment is required in this capacity, then the user will need to speak to their School to enquire about other options.
- 4.2 Minimum loan period when making a booking is 24 hours, however you can return kit earlier, during our opening hours of 09:00-16:30 Mon-Fri if needed.
- 4.3 Maximum loan period is 4 weeks but this is dependent on the time of year and availability of the equipment requested. As a rule, extensions are not permitted, however special exceptions may be possible at the sole discretion of the LST Service Desk.
- 4.4 The date that an item of kit is booked for, is the date that it will be available. LST are not in a position to accept requests from users to bring collection dates forward and any changes to bookings must be done so in line with our user guidance available on our website.
- 4.5 A user cannot self-renew an item of equipment.
- 4.6 Failure to return items on time may have a negative impact on your borrowing privileges. LST reserves the right to place a ban on your account should the equipment not of been returned within the agreed loan period.
- 4.7 If you fail to return the equipment by the due date for return you will be unable to borrow any further equipment until such time as the equipment is returned.
- 4.8 Failure to return the equipment on time, and if we are unable to contact you for an explanation, may result in the equipment being reported as stolen to the Police.

5. **Your Responsibility for the care of the Equipment**

- 5.1 Equipment must be collected and signed for from the Main Library Helpdesk.

- 5.2 Equipment must be collected by the user who booked the equipment, and you must have valid University ID (matriculation or staff card) to show to the Helpdesk.
- 5.3 Non-collection of kit that has been booked for more than 1 day – if you have not collected the kit after 24 hours from the confirmed time/date of collection, your booking will be automatically cancelled, the equipment restocked and no longer available for collection. NO ‘COLLECTION REMINDER’ EMAILS WILL BE SENT TO THE USER.
- 5.4 If you are unable to return the equipment in person, then you can have another student or member of staff return the equipment on your behalf but please note you are still solely responsible for that equipment until it gets signed back in.
- 5.5 You must endeavour to prevent loss or damage to the equipment whilst it is in your care.
- 5.6 In the event of loss due to theft, you must report the missing items as soon as possible to the LST Service Desk by calling 0131 650 4097 or emailing learningspacestechnology@ed.ac.uk
- 5.7 The University reserves the right to request the borrower replaces the item(s) like for like, should it be severely damaged, lost or not returned.
- 5.8 You must return all loaned equipment to the Main Library Helpdesk so that the equipment can be tested, inspected for any visible damage, and signed back in. It will only be at that time that your loan will be ‘completed’.

6. **Travelling with equipment**

If you are intending to travel with the equipment, whether that be domestic travel or international travel, we strongly advise you to take out appropriate travel insurance to cover you for any damage, loss or theft. While this is not a booking requirement or rule, you are responsible for the equipment while the item(s) are in your care so we do recommend that you seek appropriate means of insurance cover.

7. **Improper User of equipment**

- 7.1 You must not allow or carry out any improper use of the equipment.
- 7.2 You agree to the replacement of any equipment lost or damaged as a result of your negligence or improper use.
- 7.3 You must not use or allow use of the equipment in a way that puts you or anyone else in direct or indirect danger of their safety. Health and Safety is taken seriously by the University and, as such, any proven misuse of equipment in dangerous or unsafe conditions will result in loan privileges being removed.

8. **Your agreement to these terms and conditions**

Clicking on the ‘I have read and accepted the terms’ on the loan booking page constitutes acceptance of them, and agreement that you will abide by these terms and conditions when loaning equipment.