

FMP EQUIPMENT LOAN & TECH ASSISTANCE POLICY

The purpose of FMP equipment loan and technical assistance is to a) enhance FMP students' learning and coursework by making technologies available to them. b) Give staff from other courses the ability to evidence exam/coursework and 'extra-curricular' content.

The purpose of this policy is to ensure maximum and most efficient use of a limited stock of high-demand equipment.

By taking out equipment, all borrowers agree to adhere to all terms and conditions outlined in this Policy.

Borrowers

- Only current FMP students and BRIT staff are eligible for services.

Collection (FMP Students)

- Equipment must be booked using the Online Booking Form via the school intranet.
- Equipment must be booked out **at least 24 hours** in advance.
- Collection times: **Monday to Friday 8:30-9am, 11.00-11.15am, 4-4:30pm**. Collection will not be accepted at any other times.
- Details of each specific loan is recorded via a spreadsheet held by the FMP Technician.

Returns (FMP Students)

- Equipment must be returned by the same student who collected it.
- Return times: Monday to Friday 8:30am-4:30pm.
- If a borrower wants to extend the original period of loan they can do this in person during collection times.
- The loan will be marked off of the spreadsheet.
- Borrowers who are unable to return items due to illness must inform the FMP Technician and can either arrange for a third party to return the item instead or for the item to be returned the next appropriate day.

Collection / Tech Assistance (Staff)

- Equipment booking / technical assistance needs must be discussed, either in person or via email with both Director of FMP and the FMP Technician.
- Equipment / technical assistance must be booked out at least 2 weeks in advance.
- Equipment cannot be collected by a student on the behalf of a member of staff.
- Collection times: **Monday to Friday 8:30-9am, 11.00-11.15am, 4-4:30pm**. Collection will not be accepted at any other times.
- Each loan is recorded via a spreadsheet.

Returns (Staff)

- Equipment must be returned by the same staff member who collected it.
- Return times: Monday to Friday 8:30am-4:30pm.
- If a borrower wants to extend the original period of loan they can do this in person during collection times or via email.
- The loan will be marked off of the spreadsheet.

SD Cards

- SD cards will be provided during lessons and with Portable Audio Recorders for hire.
- SD cards will not be provided with cameras for hire. These can be purchased separately from Box Office and collected from the FMP Technician.

Penalties for Damage

The following penalties are incurred for damaged items:

- Superficial – no repair required: Verbal warning given and recorded.
- Requires repair or beyond repair and requires replacement: *Repair Notification* email will be sent and ban from equipment loan until payment is received.

Anybody found to be borrowing equipment on behalf of another person will be banned from equipment loan for 30 days.

Induction

Some equipment requires an induction in correct and safe operating procedure before it can be taken on loan, this can be arranged in advance through the FMP Technician.

All other terms and conditions apply