

Media Arts Centre Rules

Portable Equipment Loans

You are only permitted to use the Media Arts Centre Portable Equipment:

- 1. once you have completed a Student/Staff Details for Media Arts Centre Access form at the start of each semester, and**
- 2. if you have a current Murdoch University staff/student card**

**The Loans Room is located at E/H 2.036
The Loans Room phone number is 9360 2852**

The Loans Room is open at the times advertised on the Loans Rooms Door. During these times the Loans Room Officer is available to help with equipment bookings, information or instruction on equipment etc.

NOTE: No one is available for Loans Room duties outside these advertised times.

What equipment is available for loan?

The equipment that is available to you depends on the Production Unit in which you are enrolled. Please contact the Loans Room Officer to confirm the equipment that is available to you.

Note that you may be able to borrow equipment that is normally not available to you. You will need to complete the relevant form and get your unit co-ordinator or production supervisor to approve the period of time (see space on the relevant form for this) and then return the form at least 1 week before the proposed Check Out day.

1. Borrowing equipment

Collect the equipment at the right time (“Check Out”)

“Check Out”: 10:30 am to 12:00pm Monday to Friday

- You must collect the equipment during the *Check Out* time. This time is subject to change, and is advertised on the Loans Room door. You must return the equipment during the *Check in* time – see below.
- When you collect the equipment, you must present your current student/staff card.

How long can you borrow equipment for?

- The length of the equipment loan depends on the Production Unit in which you are enrolled:
Production Unit loan times;
 1. **Screen units** work on a two day loans system, and equipment can be borrowed on Mondays, Wednesdays and Fridays. On Tuesdays and Thursdays, equipment can be borrowed for one day only.
 2. **All other units** work on a one day loan system.

You may be able to borrow equipment for periods longer than these standard times. You will need to complete the relevant form and get your unit co-coordinator or production supervisor to approve the period of time (see space on the form for this) and then return the form at least 1 week before the proposed Check Out day.

Check that everything works before leaving the Loans Room

- At Check Out, it is your responsibility to check that all equipment is in proper working order and that you have all necessary accessories and cables before leaving the Loans Room.
- If there is a problem, please inform the Loans Officer immediately. If you don't check the equipment, and there is a problem, Murdoch is not liable and in the absence of proof to the contrary, you will be deemed to have damaged the equipment and be held responsible.

Due to the nature of electronic equipment, Murdoch University accepts no responsibility for malfunction whilst the equipment is in your care.

If you return equipment that is damaged, your access to equipment will be restricted and you may be fined [see box below]

- You are responsible for the care, safe custody and proper protection of the Equipment and for maintaining it in good working condition until returned to and checked by Murdoch University.

Do not:

1. leave equipment unattended in cars or public spaces
2. take the equipment to the beach or any other place of extreme conditions where the equipment might be damaged (*if in doubt, check with the Loans Room Officer*)

If equipment is lost or damaged whilst in your care, your access to equipment will be restricted and you may be fined [see box below]

2. Returning equipment

Return the equipment at the right time (“Check in”)

“Check In”: 8:30 am to 10:00am Monday to Friday

- Equipment **must** be returned by the end of Check In time on the day the equipment is due back. If you can not return the equipment by this time, please contact the Loans Room as soon as possible.

If you return equipment late and without notice to the Loans Room, your access to equipment will be restricted and you may be fined [see box below]

Return the equipment in the right condition

- When returning equipment you must make sure it is in the same condition in which you collected it from the Loans Room at Check Out. Please return cables and cords neatly wound and equipment packed neatly.

At Check In, you must inform the Loans Officer:

1. if batteries are flat, or
2. if the equipment is damaged or faulty in any way.

If you do not inform the Loans Officer about these matters, your access to equipment will be restricted and you may be fined [see box below]

Damaged, Stolen or Lost Equipment and Rule Breaches

Users found breaching these rules may have their access to facilities restricted, incur a fine or academic penalty (such as the withholding of results)

↪ see notices posted on the wall of the Loans Room and outside the Loans Room for the current "Rule breach fee schedule"

If through negligence a user has caused damage to equipment, lost equipment or left equipment vulnerable to theft, or has contributed to the loss or damage of equipment, the user will be responsible for reimbursing the University for either the costs to repair or replace the item.