

## **FACULTY OF MUSIC EQUIPMENT LOAN CONDITIONS**

These are the conditions for borrowing electronic equipment from the Faculty of Music. Please read each one carefully, as it is important that you understand and keep to all of them.

### **Conditions of Loan**

- You must show your university card each time you want to borrow electronic equipment.
- You must return equipment to the Faculty of Music, on or before its return date and time. If you are going to return the equipment late, it is essential that you notify the Information and Music Technology Officer (76140).

### **Liability**

- When you return electronic equipment, it will be checked. If it is damaged or parts are missing, we may charge you for the cost of repair, or replacement if repair is not possible or too expensive.
- If you lose electronic equipment or it is stolen from you, you will have to pay for its replacement.

### **Computer laptops and Digital Recorders**

- The software installed on the computer laptops we lend is licensed to us and should not be copied or transferred. You should not load any software onto our laptops.
- Any personal data or files saved onto the hard drive of a computer laptop or digital recorder will be deleted on return unless specifically requested otherwise. It is your responsibility to save your work onto a suitable removable device or computer.

### **Care of equipment**

- You are responsible for our electronic equipment all the time it is on loan to you. You must take proper care to protect it from theft, damage and other risks. This includes making sure you never leave it unattended or in an unsafe place, even in the Music Faculty.
- You must report any theft or loss of, or damage to, electronic equipment to the Information and Music Technology Officer and, if necessary, the police. You must co-operate fully with any university or police enquiry.