

MediaLab Equipment Store Loan Guidelines

Abstract

These Guidelines outline the conditions for borrowing equipment from the MediaLab Equipment Store, balancing the expectations and obligations of the University in the best interests of students.

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	Guidelines takes effect	[24/07/2018]
	Guideline is due for review (up to 5 years)	[24/07/2023]
	Guideline amendment approved	[24/07/2018]
	Guidelines amendment takes effect	[24/07/2018]
Approved by	Dean, FASS	
Implementation Officer	MediaLab Manager	
Relevant to	All staff and/or all students (UTS website)	
Related documents	FASS MediaLab Access Procedures Application for Exceptional Access to FASS MediaLab Resources UTS Student Charter	
Legislation	Section 15 Student Rules –UTS Equipment Loans	
File number		

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1. Purpose

The MediaLab Equipment Store Loan Guidelines are intended to support implementation of Section 15 of the Student Rules on UTS Equipment Loans and the [FASS Access to MediaLab Resources Procedures](#). The Guidelines outline conditions for borrowing

equipment from the MediaLab Equipment Store, balancing the expectations and obligations of the University in the best interests of students.

2. Scope

These Guidelines apply to UTS students who have been approved to borrow equipment from the MediaLab Equipment Store as part of their subject, research project or under exceptional access conditions.

3. Definitions

Exceptional access: access to equipment not allocated to a subject, access outside of semester, or to undertake work that is not required for an assessment task for a subject or Higher Degree Research project

MediaLab Equipment Store: FASS MediaLab Equipment Store loans equipment to students in approved production subjects to undertake assessment items for their coursework, and to staff and HDR students to undertake approved research projects.

4. Guideline principles

4.1 Under Student Rule 15.1, the University may make available University equipment for loan to a student to meet specific teaching, learning, or assessment requirements as specified in subject outlines or course requirements provided to students, or in relation to other academic-related activities.

4.2 UTS aims to ensure that students have fair and equitable access to equipment to support the achievement of specific teaching, learning or assessment requirements.

5. Guideline statements

5.1 Borrowing process

5.1.1 Students must use the FASS Online Booking system to book equipment from the MediaLab Equipment Store.

5.1.2 Students collecting equipment from the MediaLab Equipment Store must present their UTS Student ID card and sign an undertaking to abide by the conditions of the equipment loan and acknowledging receipt of the equipment.

5.2 Conditions of the Equipment Loan

Student equipment borrowers must:

- (1) ensure any equipment removed from the Equipment Store has been thoroughly checked, is functioning properly, and officially registered by the Equipment Store staff
- (2) only use equipment for authorised purposes: that is, purposes associated with approved coursework, research or exceptional access.
- (3) operate equipment in accordance with the health and safety guidelines as instructed in classes and workshops

- (4) ensure the equipment is only operated by UTS-trained operators unless specifically authorised by MediaLab or Academic staff in writing
- (5) return the equipment within the period booked (Maximum 72 hours)
- (6) not immediately re-book returned equipment within 6 hours or attempt to make back-to-back bookings
- (7) return the equipment in the same condition as when released to the student
- (8) take all reasonable precautions to ensure the equipment is protected from loss or theft, including storing the equipment in a secure place. Equipment must never be left unattended in a vehicle or elsewhere for any period of time
- (9) take all reasonable precautions to ensure the equipment is protected from damage and exposure of the equipment to dust, sand, water and extremes of temperature
- (10) not attempt to repair or modify any equipment
- (11) promptly report any equipment malfunctions or damage to the MediaLab staff and complete a FASS Equipment Incident Report and a UTS HIRO report if directed.
- (12) report any theft or loss of the equipment to the police and complete a FASS Equipment Incident Report with the police incident report number and a UTS HIRO report if directed.
- (13) comply with their responsibilities as outlined in the [UTS Student Charter](#) and the Student Rules ([Rule 2.1](#) and [15.4](#)). This includes an acknowledgement that in instances of damage, loss or theft of equipment, the Faculty may require payment by the borrower of a specified amount not exceeding the amount of the value of the cost of replacement or repair of the equipment item.
- (14) acknowledge that non-compliance with these conditions may result in sanctions which may adversely affect the student's ability to complete their studies. In instances where suspension or cancellation of use of equipment is imposed by the Dean (or nominee) for the late return, damage, loss or theft of equipment, students will need to make their own arrangements to use equipment from alternative sources to the UTS Equipment Store to complete course requirements.

5.3 Non-compliance

Students who fail to return equipment on time will be subject to the following scheme of sanctions:

	≥ 1 hours late	≥ 1 business day late	≥ 2 business days late
First incident	Written warning from Dean (or nominee)	suspension of use of the booking system and equipment	cancellation of use of the booking system and equipment
Second incident	suspension of use of the booking system and equipment	cancellation of use of the booking system and equipment	
Third incident	cancellation of use of the booking system and equipment		

5.3.2 In instances of damage, loss or theft of equipment students must submit a FASS Equipment Incident Report. Students will have their use of the booking system suspended pending the decision of the Dean or nominee as to whether to require payment by the borrower of a specified amount not exceeding the amount of the value of the cost of replacement or repair of the equipment item.

5.3.3 In all other cases of non-compliance with the conditions of the equipment loan, the Dean (or nominee) may exercise their discretion to exercise one of the options outlined in Section 15.4 of the UTS Student Rules.

5.4 Appeals

Students may lodge a written appeal of a decision made under 5.3 with the Dean or nominee within 5 business days of receipt of the sanction notice. The appeal will be considered within five to ten business days. Students will be informed of the outcome by return email to their official UTS email address.

6. Roles and responsibilities

- **Accountable Officer:** Dean, FASS or nominee
- Implementation Officer: MediaLab Manager

7. Acknowledgements

WAAPA Equipment Borrowing Policy

https://www.waapa.ecu.edu.au/_data/assets/pdf_file/0020/373214/WAAPA-Equipment-Borrowing-Policy-29-06-2012.pdf

ECU Multimedia Loans Terms and Conditions – Student Loans

(http://intranet.ecu.edu.au/_data/assets/pdf_file/0019/407413/Student-Equipment-Loans-Terms-and-Conditions.pdf)

Access to AFTRS Equipment and Facilities Policy

(<http://www.aftrs.edu.au/media/181640/student%20access%20to%20aftrs%20equipment%20and%20facilities%20policy%20and%20procedure.pdf>)

8. Version control and change history

Date	Version	Approved by & resolution no.	Amendment
22/8/2013	1.0	Dean, FASS	-
	1.1	Dean, FASS	<ul style="list-style-type: none"> - Changing references to “Student and Related Rules” to “Student Rules” - Updating references to the “Dean” to be “Dean or nominee” - Clarifying that students may be charged a specified amount not exceeding the replacement or repair cost if the equipment is returned damaged or is lost or stolen - Change of title from “Equipment Store Damaged/Lost/Stolen Equipment report” to “Equipment Incident Report”. - Additional information about the appeals process
26/6/2018	1.2	Dean, FASS	<ul style="list-style-type: none"> - Removed out of date UTS Logo - Change condition 11 to include the word ‘promptly’. - Change reference to ‘the Equipment Store’ to ‘the MediaLab staff’.

			- Amended conditions 11 and 12 of the Guidelines include reference to completing 'and a UTS HIRO report if directed'.
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