

Borrowing of Audio Visual equipment

Staff and students may borrow cameras, voice recorders and related accessories (henceforth “equipment”) for official business and they must adhere to the following guidelines:

Priority

Priority, in particular during term time, for access to the equipment is given to the following:

- a) Lecturers and tutors who require the equipment for conducting their courses (where the equipment forms a vital part of the courses that they teach); and
- b) Students who require the equipment for their course assignments.

Operation hours for booking and collection of equipment

1. Booking, collection and returning of equipment can only be done during office hours
2. Any variation to this will be posted outside the Senior Technical Officer’s office.
3. Collection / returns outside of the stated hours is strictly by prior appointment.

Procedure for booking and collection of equipment

1. Staff/students must submit a booking/check-out form ie *Equipment Sign Out Sheet*, duly filled with details of the equipment they require, to Senior Technical Officer Hamdi Barjah (Hamdi.Barjah@monash.edu) in person or via email at least **two working days** in advance.
2. The *Equipment Sign Out Sheet* must be countersigned by the following supervising staff:

Borrower	Countersigned by
SASS students	Supervising SASS Academic Staff
Non-SASS Students	The respective manager of the student’s school
Student club members	SASS Head of School
Non -SASS Staff	Head of Unit/Department

3. Borrowers must inform Mr Hamdi Barjah in advance if, due to unforeseen circumstances, they are unable to collect the equipment at the appointed time.
4. Borrowers who need to use the equipment outside of the Monash Malaysia campus must complete the *Security Gate Pass Form* and must obtain security clearance prior to taking the equipment out.
5. Borrowing of equipment is on a first-come-first-served basis.

Duration of Loan

1. Except in exceptional circumstances such as overseas trips, no equipment may be borrowed for a single period longer than 48 hours.
2. Borrowers who require the equipment early in the morning may check out the equipment the previous evening. However, the equipment must be returned within 48 hours of the check-out time.
3. Equipment borrowed over the weekend or holiday period must be returned by 9am on Monday or the first working day following the holiday.
4. All equipment must be returned ON TIME. Extensions are subject to availability of equipment.
5. Equipment not returned on time will be treated as “lost” or “stolen” and the borrower will be liable for the total cost of replacing the said equipment.
6. Collection and returning of equipment must be done personally by the borrower. Representatives will not be entertained.

Responsibilities of the Borrower

1. The borrower is responsible for returning all equipment in the same condition as they were checked out from the office.
2. The borrower is responsible for verifying that nothing is missing or damaged when checking out the equipment.
3. The borrower will reimburse the school the replacement/repair cost for any missing or damaged equipment/components of equipment. Costs assessed against the borrower will be treated the same as any other debt owed to the University.
4. If the equipment is lost through theft or robbery, the borrower must make a police report detailing the event and inform the Head of School of Arts and Social Sciences immediately. A copy of the police report must also be submitted to the school for verification purposes. The borrower will still be liable to pay the cost for replacing the lost equipment.
5. The borrower is responsible for all recordings that he/she has made on the borrowed equipment. It is, therefore, the borrower’s responsibility to back up all recordings he / she has made onto their computer drive or recording media such as an external media drive. The school and its officers will not be held liable for any missing recording whatsoever.
6. The borrower is responsible for erasing any sensitive recordings he / she has made on the borrowed equipment or recording media.
7. The borrower may not use the school’s equipment for any purpose that contravenes the laws of the country.

Enquiries:

Direct all enquiries to: **Mr Hamdi Barjah**
Room: 2-6-19 (Building 2)
Phone: (03) 5514 6045 (direct); 46045 (extension),
Email: hamdi.barjah@monash.edu