

UWE Bristol ACE Central Loans Terms and Conditions

Faculty of Arts, Creative Industries and Education

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ACE Central Loans Terms and Conditions

General Loan Conditions

- Only registered users of UWE Bristol, Faculty of ACE Connect2 equipment loan and booking system can access equipment and facilities from the ACE Central Loans desk.
- Equipment availability is subject to course requirements and attendance of workshops (where appropriate).
- Equipment will not be loaned to a user without the user presenting their current University ID card at the loans desk.
- **The user must check all equipment upon issue at the store and report any problems immediately to the loans desk. Failure to do so may result in the user being held responsible for any damage noted on return at the end of the loan period.**
- The user is solely responsible for all equipment for the duration of the booking, and should not be passed on to another user.
- Equipment must be returned in the same state as when issued. Facilities must be left in the same state as when the key is issued.
- Loans and use of facilities are only available in connection with coursework or University business.

Standard Loan Period

- All loans equipment is subject to a maximum loan period. Information on maximum loan periods can be found on the Connect2 booking page.
- Standard loans are available during teaching week periods only (as defined by the published term dates for each course).

Exceptional loans and travel abroad

- Under exceptional circumstances, extended loans, loans outside of teaching weeks and loans to travel with University equipment abroad may be arranged via academic tutor.
- If intending to travel outside of the UK, the user must first contact the loans desk for advice about insurance and transport regulations.
- Trips to the following countries (and those where the Foreign and Commonwealth Office (FCO) advise against travel) are not covered by University insurance; Afghanistan, Chechnya, Iraq, North Korea, Somalia. Users should check up to date travel advice from the FCO website (www.gov.uk/foreign-travel-advice) before travel.
- Equipment travelling in the hold of an aircraft may not be covered by University insurance. All items should therefore be carried as hand luggage. Otherwise it is the user's responsibility to arrange relevant insurance.

Bookings

- Equipment must be pre-booked but if the user fails to collect the booking within 2 hours of the agreed time of collection the booking will be automatically deleted and made available to other users.
- Facilities must be pre-booked but if the user fails to take up the booking within 30 minutes of the agreed time of key collection the booking will be automatically deleted and made available to other users.
- Failure to utilise equipment or facility bookings may result in a fine (please refer to penalties section).
- Continued failure to take up bookings may result in the loss of the privilege to make bookings in advance.

Loss and Damage

- Equipment is only covered by University insurance for course-related work.
- The user is responsible for the care of the equipment for the duration of the loan. The user is responsible for any damage and may be charged up to the full cost of repair or replacement.
- The user must take all reasonable security precautions to ensure safekeeping of the equipment at all times (i.e. do not leave equipment unattended unless in locked rooms or premises and do not leave equipment in unattended vehicles).
- In the event of loss of the equipment, up to the full cost of equipment replacement will be charged to users where there is evidence of contributory negligence or where the

equipment is not covered by insurance. If the equipment is stolen you must report this theft to the police and obtain a crime reference number for University insurance purposes.

- In all cases of loss or damage, a loss and damage report form must be submitted to the ACE Resource Centre Team Leader.

Penalties

- Failure to return beyond the agreed date/time period incurs a penalty of £5.00 per item, per day.
- Access to loans are suspended until outstanding fines are cleared. Continuation of late returns may ultimately result in suspension of use of some or all of the facilities and equipment.
- Failure to return equipment when requested will be treated as theft.
- Continued failure to take up bookings will result in suspension of advanced booking.
- Any fines or debts owed should be cleared with the loans desk (via The Art Shop) before the completion of your course. Failure to do so may prevent you being able to fully graduate.

Variation of the Terms and Conditions

- The University reserves the right to change these Loan Terms & Conditions at any time. We will do this by amending these Terms & Conditions via the Connect2 homepage and this alteration will be of immediate effect. For this reason, you should regularly visit the webpage containing these Loan Terms & Conditions as the current version will be binding on you.

In all instances the availability of equipment, facilities and penalties are at the discretion of the Central Loans Team Leader. Failure to comply with any of the above may result in the loss of access of equipment or facilities.