

ECA Equipment Loans (Bookit): Terms and Conditions of Use

The Terms are designed to protect the interests of all users of the Service, and to ensure that items are available, when booked, for all users.

Use of facilities and equipment managed through the ECA Bookit Service implies acceptance of the Terms and Conditions below.

These Terms and Conditions should be read in conjunction with:

- University Computing Regulations: <https://edin.ac/2NqfI4t>
- Student Code of Conduct: <https://edin.ac/1ftbpP6>
- The Relevant Staff Disciplinary Policy: <https://edin.ac/2FmlDry>

Scope

These T&Cs apply to all equipment borrowed from any store which uses the 'ECA Bookit' resource booking service. The terms apply to all users of the equipment: staff, student, or visitor.

Terms and Conditions

1. Availability and Entitlement

- Individual stores have their own opening hours and entitlement policies.
- Most equipment is available to any ECA user without induction
- Some equipment is available only to particular groups of students
- Some equipment will have additional requirements (e.g. induction or risk assessment) that must be met before it can be borrowed.
- Store opening times and contact details are linked from the front page of the Bookit website
- It will be made clear at the point of booking, or before, which restrictions (if any) apply.

2. Borrowing equipment

- Loan equipment is to be used for University study- or research-related purposes only. You may not use equipment for commercial purposes, or to sub-loan it to others.
- You are responsible for the equipment for the entire time it is on loan to you. You must take proper care to:
 - Protect it from theft, damage and other risks
 - Never leave it unattended or in an unsafe place, even on University premises
 - Ensure that the equipment is adequately insured if it is taken off University premises. You can apply for the University's Transit Insurance here: <https://edin.ac/306R3rM>
- Bookings should, wherever possible, be made in advance using the online system; equipment may not be available when you need it if you do not book in advance.
- Please ensure the collect/return times stated on your booking are accurate; uncollected bookings will be automatically cancelled after 1 hour
- If you are requested to provide details of your intended use of the equipment, you must do so honestly.
- You are responsible for your own health and safety and that of those around you.
 - You must think about the potential hazards whilst using loan equipment and how these can be minimised using control measures.
 - If you are using a data projector you must read and abide by The ECA Guide to the safe use of Projectors and other AV Equipment: <https://edin.ac/2laW5NA>
 - Some activities will require a risk assessment. Further guidance on the process and when a risk assessment might be required is available on our Help & Support pages. However, it is your responsibility to ensure that risk assessments are completed and approved when required. Equipment loan may be refused if a risk assessment has not been provided for any hazardous activities.
- Equipment must be collected by the user who booked it. You will be required to produce your university card as identification.
- Any recordable media supplied with equipment is used at the discretion of the user. The store cannot be held responsible for any loss of data that may occur from its use.

- i. Equipment will be checked in on return; staff will later check the equipment more fully. We may charge you for damage or missing parts discovered at this stage.
- j. The software installed on any computer equipment is licensed to the University and must not be copied or transferred.

3. Returning Equipment

- a. Equipment must be returned, before the end of the loan period, to the store from which it was borrowed.
- b. If you think you will be unable to return an item on time, you must get in touch with the store as early as possible before the end time of your booking.
- c. Equipment must not be left unattended at the store. Please return equipment only during store opening times.
- d. Any files saved onto media cards or hard drives supplied with loan equipment will be deleted on return; ensure you have backed up your work before returning equipment.
- e. Items returned more than 15 minutes late will incur a fine.
- f. Unreturned bookings will be assumed lost or stolen after 14 days unless you have told us otherwise.

4. Damaged, Lost or Stolen Items

- a. ECA may issue an invoice to cover the cost of repair or replacement of items which are deemed lost, stolen or damaged, through negligence or misuse.
- b. Any use in violation of these terms and conditions, or any other university policy, will be counted as misuse.
- c. You must report any theft, or loss of, or damage to, loan equipment to the relevant loan centre immediately (see the Bookit Store Directory: <https://edin.ac/2Fo7iKY>) and, in the case of theft or loss, to the police. You must report theft on campus to University Security (0131 650 2257).
- d. You must co-operate fully with any University or police enquiry.

5. Breach of the rules

- a. Any breach of these rules will be reported to your personal tutor or line management as appropriate.
- b. Repeated breaches of the rules by an individual, including repeated late returns, will be escalated according to the student code of conduct (<https://edin.ac/2JYS7Hk>) or the relevant staff disciplinary policy, and may result in loss of access to the booking system and equipment.

6. Fines & Charges

- a. Fines are as follows, after the first 15 minutes late:
 - a. £5 per booking per hour for the first day, to a maximum of £20 per booking
 - b. £5 per booking per day thereafter to a maximum of £85.00 per booking
- b. While a fine is outstanding on your account, you will not be able to log in to the system or borrow equipment from any Bookit store.
- c. Fines must be paid using the University e-Pay system (<https://edin.ac/bookit-fine>)
- d. Access to the system will be restored when you next visit a store after paying the fine.
- e. Store staff do not have the ability to waive fines; if you want to appeal a fine you may use the fines appeals form, accessible from the Bookit home page.
- f. If you appeal a fine we aim to reply to you within 3 working days.

7. Governance and transparency

- a. These Terms and Conditions are reviewed each semester and changes approved by ECA Technologies Strategy Group
- b. An annual report of late return statistics, and fines collected, will be made available to staff and students.