

## Media Services Enquiries (020) 7612 6700

### Equipment checking

Please check you understand the operation of this equipment before taking it away. All loan items are visually checked on return, but do make sure that the equipment is suitable for your project, particularly if this item is a kit containing several components (e.g. leads, adaptors), which may affect your purpose. If you are in doubt about the operation or completeness of the item speak to the Media Services staff immediately.

### Fines

Fines on **7 or 1 day** period equipment loans are charged at **£1/£5 or £10 per day**. Fine amounts are calculated at the time equipment is returned or renewed, and should be paid at that time. If this is not possible, the fine will remain on your record until paid. **You are responsible for all fines incurred on your ticket.** You can pay fines at: <https://onlinestore.ucl.ac.uk/product-catalogue/ucl-institute-of-education-b14/isd-it-for-ioe-slash-df6>

### Renewal

Items of equipment may be renewed **once only**, unless reserved by another borrower. It is important that you organise your use of equipment to fit within the standard loan period. After one renewal equipment must be returned. The one renewal can be by any of the standard ways.

### Long overdue, lost or damaged equipment

If an item has been overdue for six weeks, or has been lost or stolen, an invoice for the replacement cost will be sent to the borrower. If the item is then returned, the invoice will be cancelled and the appropriate fines will be due. You will also be invoiced for items returned damaged. Our minimum replacement fee is £35.00 per item.

Please report lost, stolen or damaged equipment to the Media Services staff promptly, telephone: (020) 7612 6700 or email: [ioe.media.enq@ucl.ac.uk](mailto:ioe.media.enq@ucl.ac.uk)

**You are responsible for any item of equipment issued to you; do not pass it on to anyone else. All loss or damage, however caused, will be charged to the user on whose ticket the item is issued. All equipment is issued to IOE staff and students for use in connection with Institute learning and teaching only; within the U.K.**

Under the Health and Safety Policy of the Institute, a condition of loan is that no repairs, including replacement of plugs, fuses or bulbs, are carried out by you or on your behalf. If there is any problem please return the equipment to Media Services immediately, with a description of the fault.