

Equipment Loans Policy

1. Introduction

This policy outlines the loaning and use of equipment from MAH to students (who are enrolled on practice courses or modules) and staff and covers all loaned equipment that may be requested.

2. Equipment Loans

The information given in this section is applicable to all users who request a loan of equipment. All users must comply with this policy. Loaning of equipment implies acceptance of the terms of this policy and the following:

- All students and staff in the Faculty of Media, Arts and Humanities must treat one another respectfully in accordance with Faculty policies. Poor conduct on any level will be taken very seriously and likely reported to senior management.
- All equipment loan requests are made through SiSo (<https://sussex.siso.co/mah/>)
- All users need to register on SiSo before they can borrow any equipment or make bookings for the studios, edit booths or other facilities. Your registration will then be activated by a member of the technical team on your first visit to the equipment loans store (Silverstone building room 250).
- The standard equipment loan period is from the date and time of collection until 10am the next working day. All equipment must be returned by 10am and if you are unable to meet the returns deadline you must contact the MAH Equipment Stores as soon as possible by phone; 01273 873636 (for short notice), or email; MAHTechServ@sussex.ac.uk (for long notice).
- All loans must be collected promptly, any items not collected within thirty minutes of the booking time are automatically deleted from SiSo. If, for any reason, you are delayed in collecting booked equipment you must contact the MAH Equipment Stores as soon as possible. It may be possible to amend the collection time. If your booking is automatically cancelled by SiSo, you will need to rebook the equipment yourself.
- All loans must be collected no later than 30 minutes before the daily closure time.
- All items must be returned on or before the date and time due.
- All items must be returned in the same state as they were issued, in full, as per stores records, with all accessories in a tidy and orderly fashion. This includes the correct coiling of cables.
- All files must be downloaded from the memory card(s) before the equipment is returned and we encourage you to delete your files from the card but these are formatted upon return. All cards must be returned at the same time as the rest of the kit.
- Any equipment loaned for use within the university or taken off site must be carefully looked after and kept safe and secure.

- Equipment cannot be loaned without advance completion of the booking process online, and equipment cannot be collected ahead of its allocated booking time.
- All users should cooperate with stores staff should they need to contact you by phone or email during the loan period or if equipment is overdue.

2.1 Extended Loans

- Equipment loan extensions will be considered, with written permission from your tutor, for a maximum period of three weeks and is dependent on its availability. All request for equipment loan extensions will be reviewed and assessed by the Senior Technical Manager who is authorised to make the final decision regarding such requests.
- Users must check the availability of the equipment prior to making an extension request.
- All extension requests must be made prior to collecting the equipment via the [MAH Equipment Extension Request Form](#) and must include as much detail as possible including a legitimate reason for the request.
- Your tutor will reply to your request via e-mail either accepting or rejecting it.
- Extension requests are not approved until accepted by both your tutor and the MAH Technical Services team.
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