

UTSSA EQUIPMENT LOAN

UTSSA STUDENT SURVIVAL CENTRE

How does the UTSSA Equipment Loan work?

The UTSSA Student Survival Centre offers UTS Students short term loans of safety goggles, financial calculators and scientific calculators if they are required for an exam, assessment or class. The maximum loan period is **48 hours**.

Equipment Loan Conditions

1. The borrower is responsible for the equipment and must ensure all equipment is:

- thoroughly checked and functioning properly before it leaves the UTSSA office;
- returned to the UTSSA in an orderly condition and on time;
- protected from damage - particularly exposure to water and extremes of temperature;
- used only by the borrower;
- stored securely with the person who signed the issue form. (Never leave UTSSA equipment unattended anywhere for any amount of time).

It is UTSSA policy to charge borrowers for the repair or replacement cost for theft, damage or loss of equipment occasioned by negligence. For Replacement Costs please see overleaf.

2. Items cannot be booked for longer than 48 hours. Return times (and pickup times if booked in advance) must be adhered to; if you do not pick up equipment at the registered time the booking may be cancelled and made available to others. If you are going to be late contact the UTSSA on (02) 9514 1155.

3. Back to back bookings (consecutive bookings of the same equipment so as to extend beyond 48 hours) are not permitted.

4. Equipment is not available for private purposes. The equipment is to be used for UTS coursework, assessment or research work only.

5. Report any faults, damage or difficulties on return, or as soon as possible by telephone or email.

6. On discovery of theft or loss of any item, the borrower will:

- for calculators: report the theft or loss immediately to the nearest police station, and keep the Police Report Number;
- complete a Damaged/Lost/Stolen Equipment Report available from the UTSSA office.

7. You must provide your current UTS student ID card for photocopying at the time of borrowing.

How can I access the UTSSA Equipment Loan?

Complete the form overleaf and hand this in at the UTS Students' Association office during business hours on the day you wish to borrow the item. We have a limited number of items so please come in early to ensure it is available.

EQUIPMENT LOAN FORM

DATE: _____ UTS STUDENT ID: _____

GIVEN NAME: _____ SURNAME: _____

PHONE: _____ FACULTY: _____

UTS EMAIL: _____

Item	Working (student check)	Borrow Date/Time	Return Date/Time	Office Use:
<input type="checkbox"/> Scientific Calculator Casio Fx-82 AU Plus II	<input type="checkbox"/>			Calculator #: Returned:
<input type="checkbox"/> Scientific Calculator Casio Fx-100AU Plus	<input type="checkbox"/>			Calculator #: Returned:
<input type="checkbox"/> Business Calculator HP20B	<input type="checkbox"/>			Calculator #: Returned:
<input type="checkbox"/> Safety Goggles	<input type="checkbox"/>			Returned:

Receiving Equipment

- I acknowledge that I have read and understood the UTSSA Student Survival Centre Equipment Loan Conditions overleaf and understand that it is UTSSA policy to block future access or charge students for the repair or replacement cost for negligent theft, damage or loss of equipment (Casio Fx-82AU Plus II \$39.95, Casio Fx-100AU Plus \$54.95, HP20B \$110.00, safety goggles \$10.45).
- I confirm that I shall return the equipment by the specified time and if I am unable to do this I shall contact the UTS Students' Association. I understand that it is UTSSA policy to block future access for students returning items late without notice.
- I confirm that I am only using the equipment for approved UTS coursework, research, teaching and learning activities.
- I have received the equipment listed above and have checked that it is in working order.
- I acknowledge that the UTS Students' Association does not take responsibility for anything on or in the equipment, or from any other issues arising in connection with the working condition of the equipment.

(Name)

(Signature)

(Date)

Return this form in person to:

UTS Students' Association, Room 22, Level 3, UTS Tower Building 1, UTS. Monday - Friday 9am - 4:30pm

Office Use Only: Staff Name/Loss or Damage Report:



**UTS
STUDENTS'
ASSOCIATION**

Our voice. Our way. Our SA.

utsstudentsassociation.org.au

Room 22, Level 3
UTS Tower Building
02 9514 1155