

# Learning and Technical Resources Loans Policy

Effective September 2023 - Present

Student Regulations and Policies

[uclan.ac.uk/studentcontract](https://uclan.ac.uk/studentcontract)

<b>Purpose of Policy</b>	This policy relates to the loaning by students from the University of technical resources/equipment. Fines are charged for late returns and breaches of the policy may result in withdrawal of the right to use the facilities and/or formal disciplinary action pursuant to the Regulations for the Conduct of Students.
<b>Internal services involved</b>	Learning and Information Services
<b>Related UCLan regulations, policies and procedures</b>	IT Security Policy Network Lite Fair Usage & Security Policy Rules for the use of the Library Rules for the use of IT Facilities Wireless Network Fair Usage and Security Policy
<b>Enquiries to</b>	<a href="mailto:liscustomerservices@uclan.ac.uk">liscustomerservices@uclan.ac.uk</a>
<b>Senior Managers responsible</b>	Head of Learning and Technical Services
<b>VCG Lead</b>	Deputy Chief Executive

<b>Version</b>	<b>Approved</b>	<b>Effective from</b>	<b>Revisions made</b>	<b>Next Review</b>
1	May 2023	September 2023		May 2024

## **Technical Services Loans Policy**

### **Technical Resources/Equipment**

All students and staff of the University are entitled to use the facilities for the purpose of their course of study or University employment. The Loan system\* is managed by the LIS Learning and Technical Resources team within the University. Corporate cards must be presented prior to loaning items.

(\* Located in: Student Union - SU013)

Membership may also be extended to other individuals and to persons nominated from other organisations by agreement with the Head of LIS Learning and Technical Resources or his nominated representative: a fee may be levied for the loan.

Use of the technical facilities and equipment implies acceptance of the Learning and Technical Resources Rules below. These are designed to protect the interests of all customers and to ensure that the Service can carry out its functions efficiently and effectively. The Rules apply to all sites notwithstanding some local variations in practices. Use of the facilities and equipment is conditional upon observation of the Rules and the staff in LIS are empowered to enforce them.

### **Loans Policy**

1. Customers must inform the University immediately of any change of address or phone number.
2. Customers may only loan items they have been inducted on the use of.
3. Any outstanding charges may prevent loans.
4. The period of loan, for each item is determined by the Head of LIS Learning and Technical Resources or his nominated representative.
5. All items must be returned on or before the date or time due.
6. Final year students must return all loaned equipment's by the 1<sup>st</sup> July.
7. MSc students must return all loaned equipment's by the 1<sup>st</sup> October.
8. Resit students and any other students with extenuating circumstances should contact the relevant stores to discuss extensions of their loan.
9. Items may normally be renewed, subject to no other Customers requiring them, to the maximum period allowed for subject area. Outstanding charges may prevent renewals.

10. Charges are payable for the late renewal, late return or non-return of all items.
11. Items not returned will be deemed to have been lost by the Customer and the Customer's loaning rights may be withdrawn until the matter has been resolved to the satisfaction of the Head of LIS Learning and Technical Resources . If an item is still not returned an invoice for the replacement cost of the item, together with any outstanding charges, will be levied
12. Should the item(s) subsequently be returned the replacement costs will be deducted from the amount payable but the other charges will remain.
13. For items reported lost or damaged where the cause is deemed wilful or due to neglect, an invoice will be levied for the cost of replacement/repair and any outstanding charges,.
14. Where a replacement item is no longer available for purchase, a standard fee (based on the replacement value if a replacement was available) will be levied.
15. Customers who have overdue items outstanding will not be permitted any further loans until the overdue items have been returned.
16. In exceptional circumstances loan items may be recalled prior to the return date. For example: an item may be recalled by the manufacturer due to safety concerns.
17. Customers will be held responsible for all items issued on their UCLan card until those items are returned and discharged from the user's record.
18. Learning and Technical Resources does not guarantee to issue reminders to customers with unpaid charges. If charges are not paid within a specified period, an invoice will be raised.

### **Items Reported Stolen**

#### **Off Campus Loss**

The customer who has borrowed the item must report the incident to the police as soon as possible and obtain a crime number from the local Police.

#### **In All Cases**

The customer must contact the EHub either by telephone (on extension: 2010) or by email ([ehub@uclan.ac.uk](mailto:ehub@uclan.ac.uk)) to report the incident. You will then be emailed a link to the 'damaged/lost/stolen' form, once complete, this is then sent to Course Leaders and Head of LIS Learning and Technical Resources

## Breach of the Rules

In the event of any breach of these Rules the University may take one or more of the following sanctions:

1. The imposition of fines and/or;
2. The withdrawal of the Customer's right to use the University's facilities or equipment which may include access to IT/AV facilities - this will only be considered in relation to very serious or repeated breaches.
3. Appropriate disciplinary action. In the case of students of this University, the University's Regulations for the Conduct of Students may be invoked. In the case of an apparent breach of the Rules by a member of University staff his/her Head of School/Service will be informed. Further action may be taken in accordance with University procedures set out in the Staff Handbook.

In the case of the imposition of fines or the withdrawal of user rights, individuals may appeal to the LIS Head of Learning and Technical Resources or their nominee. Any such appeal must be made in writing within 5 working days of the imposition of the sanction and must be accompanied by relevant evidence to support the appeal. The Head of LIS Learning and Technical Resources or their nominee, may seek clarification or ask questions of any member of staff and/or the User where appropriate.

The decision of the LIS Head of Learning and Technical Resources or their nominee shall be final.

Users should note that breaches of the provisions set out in these Rules may lead to criminal or civil prosecution.

## Fines & Suspensions

**In order to avoid fines please renew or return items on time.**

Loan Type		Day 1	Day 2 -7
Equipment		Loans account suspended	After the first hour, you will be fined £5 per day
Key		Loans account suspended	After the first hour, you will be fined £5 per day

**Please note: Unauthorised use of keys will result in an immediate £5 fine.**

### **How to Pay Fines**

Fines can be paid at any of the Issue Machines in the Library (using coins) or online.

### **How to remove account suspension**

To reinstate your account, you must come into the EHub to discuss our loan agreement.

If you receive 3 or more suspensions in the same academic year, you must seek approval from your academic to have the suspension removed.