

# Equipment Terms and Conditions

- 1) The borrowed items is only to be used in accordance with the University of Worcester's IT Regulations which can be found here: <https://it.wp.worc.ac.uk/it-policies/>.
- 2) The borrowed items remain the absolute property of the University of Worcester at all times and must only be used for the purposes of completing work related to the University of Worcester.
- 3) The borrowed item must be kept in your possession or stored in a secure place, never left unattended or unsecured for the duration of the loan period.
- 4) At the time of receipt please check for any damage to the equipment and report this to a member of the IT Service immediately if any is found.
- 5) The item must be collected from and returned to University of Worcester, Peirson Study and Guidance Centre, Floor 1, IT Desk, between the hours of 9am and 5pm.
- 6) All equipment should be returned by the end of the loan period. Failure to return the equipment by the end of the loan period or the return of damaged equipment will result in the charge of an admin fee of £25 + the cost of the equipment. You will also forfeit the right to loan equipment for further use. An invoice will be issued, payable within 30 days.
- 7) All equipment must be returned with its corresponding accessories. Failure to return the corresponding accessories or the return of damaged accessories will result in the charge of an admin fee of £10 + the cost of the accessories. An invoice will be issued, payable within 30 days.
- 8) In the event of difficulties relating to the loan or return of items the borrower must make every effort to contact the IT Service via telephone on 01905 857500, or via the self-service portal (<https://worchester.sysaidit.com/servicePortal>) if outside of office hours.
- 9) In the case of any lost / stolen / damaged equipment, it is the responsibility of borrower to make sure they have adequate insurance cover for loss, theft or damage to the equipment they have on loan.
- 10) Report any lost / stolen / damaged equipment immediately to the IT Service via telephone on 01905 857500, or via the self-service portal (<https://worchester.sysaidit.com/servicePortal>) outside of office hours. If the items are stolen, please report it immediately to the Police. You may be asked for a crime reference number which the Police will provide when the theft is reported.
- 11) Please ensure that no files or identifiable information is stored on the borrowed items. The University cannot guarantee that information will be saved or deleted appropriately. Any files should be stored on the borrowers OneDrive. Please contact the IT Service for more information on OneDrive.
- 12) The borrowed items must be returned in an appropriately clean state.