

The Equipment loan program is only available to current Fine Art & Interactive Media & Graphic Design program students, faculty and staff. This does not include Continuing Education or Eldercollege non-credit programs. Interdepartmental requests and partner organizations may apply for access to equipment through the External Borrowers policy & procedures.

Access:

- A valid NIC student, faculty or staff ID card must be presented to borrow equipment.
- Equipment may be borrowed for in-classroom use, course projects, and faculty and staff research projects.
- Equipment may not be borrowed for personal or commercial use.
- Students must be currently enrolled in Fine Art or IMG classes to borrow equipment.
- Equipment loans are subject to equipment availability.
- Equipment that is shared between courses is not available for extended or special project loan.

Booking:

Student:

- Seven days (1 week) advanced notice is recommended when requesting equipment for critique or exhibition.
- Equipment bookings that are not picked up within a half hour of the reservation pick-up time may be cancelled and reassigned to other borrowers.

Faculty:

- Where required for weekly instruction, faculty will submit their equipment requests for an entire semester via email prior to the start of the course. It is recommended that faculty review their course equipment request with the Print Shop and Fine Art Digital technician.
- Equipment will be available for faculty pickup in a designated location in the Print Shop – after 7:00am for morning classes, after 11:00am for afternoon classes except where in use by morning classes.
- Faculty requiring help setting up or with demonstration should indicate this at the time of booking. In-class technical support is dependent on technician availability.
- Faculty are required to provide a list of students who will be assigned dedicated course equipment, i.e. analogue 35mm cameras, external drives, and the duration of the loan. Equipment that is shared between courses may not be available for extended loan periods or course duration.
- Faculty requesting access to equipment for research projects will submit a project proposal for approval to the department chair.

Staff:

- Equipment will only be made available if not required for current instruction, student course work or department activities.
- Staff will provide a written project proposal outlining the equipment requested and rationale to the department chair for approval prior to equipment loan.

Borrowed Equipment:

- In the event of theft, loss or damage borrowers may be responsible for the cost of replacement or repair.
- When picking up equipment borrowers are responsible for checking that all parts and equipment are in good working condition and that there are no missing pieces before leaving the Print Shop.

- The School of Fine Art & Design is not responsible for any re-shoots or other costs incurred due to faulty equipment.
- Borrowers must report broken or faulty equipment by notifying the Print Shop personnel or by leaving a clear and legible note with the returned equipment. Please include your full name (first and last name), NIC ID number and description of equipment problem.
- Borrowers are responsible for knowing how to set-up and operate equipment.
- Department technicians may be available to go over basic operations and troubleshooting of equipment.
- It is the borrower's responsibility to make sure that all equipment is returned in good working condition, memory cards formatted, batteries charged, with all the cables coiled properly, equipment pieces packed properly in the right cases and everything clean and dry.

Loan Periods:

- General equipment loans are for 48 hours in duration, with the return time being before 12:00pm noon. For example, a booking beginning on a Monday is due back on Wednesday by 12:00pm. However, equipment signed out on Friday will be due back by 12:00pm on Monday.
- Loans can be renewed in person or by phone if the equipment is available, but are not guaranteed.
- Course dedicated equipment is assigned to individual students for the duration of the course.
- Equipment required for in-class instructional use will have priority over general student loans.
- Course dedicated equipment required for instruction can be assigned to the faculty member for the duration of the course, if the equipment is not shared with another course.

Equipment Loan Suspension and Fines:

- Borrowers may be fined for late, lost, damaged, improperly packed, or abused equipment.
- Borrowers may be fined for equipment that is found unattended by the borrower or not properly secured in exhibition spaces.
- Borrowed equipment is not generally shared. Students, faculty and staff who book equipment under their name are responsible for any damage fees, replacement costs or late fees of equipment even if the equipment is in the possession of a third party.
- Contact the Print Shop at 250 334-5000 ext. 4255 or ext. 4148 if you cannot return your equipment due to illness or accident.
- Late fines are \$10.00 per day for high demand equipment (Vixia camcorders, GoPro, zoom recorders and digital slr cameras) and \$5.00 per item per day for all other equipment. Fines for lost, damaged, abused, or unattended equipment will vary.
- Notices regarding late equipment will be sent to your NIC email address.
- Equipment loan privileges will be withheld at any time if the borrower has overdue equipment, outstanding fines, three overdue equipment returns in an academic year, or displays significant disregard for department equipment loan policies.
- Borrowers are responsible for providing the Print Shop technicians with the receipt and stamped invoice after payment of fines.

Borrowers Signature:

I understand that the School of Fine Art & Design Borrowers Policy Agreement is a binding contract. By signing this policy agreement, I agree to and fully understand the terms and conditions stated. It is mandatory that first-time borrowers (School of Fine Art & Design faculty, support staff or student) sign this policy agreement.

Name: _____ NIC ID Number: _____

Signature: _____ Date: _____