



Student Induction Manual

The Department of Media Communications

Equipment Loan Agreement Document

Media Communications Equipment Loan Agreement Document

The Equipment Store in the Media Communications Department offers a variety of audio and visual equipment which may be loaned by both staff and students of the Department. Students will require to have their CIT ID Card to borrow equipment.

1. Conditions

Any student in the Media Communications Department who needs to borrow equipment in order to complete a project may do so subject to the conditions outlined in this document.

- The equipment is provided for student projects only. Equipment is not loaned out for private or commercial use.
- The equipment is available only to students and staff of the Media Communications Department. Written approval from the Media Communications Head of Department will be required for any other users to borrow equipment.

2. Lending Periods

Please note that the function of the Equipment Store is to provide equipment to students for short-term loans.

Students may borrow equipment on a Thursday between 10am and 3pm from the Equipment Store - Out hatch, in the Sober Lane Campus. Borrowed equipment must then be returned on a Monday between 10am and 3pm to the Equipment Store - In room. If equipment is required for a period longer than this the students lecturer must make contact with the technician/s mediasupport@cit.ie to approve the longer borrowing time.

3. Liability

The student who borrows the equipment is responsible for the safe return of the loaned equipment. This applies if you are borrowing equipment as part of a group project also. While it is not advised to pass on your equipment to another student, if you do so, please note that you are liable for all equipment signed out in your name until its return. It is the student's responsibility to ensure that the equipment being borrowed is functioning correctly at the time of borrowing.

4. Reservations

To reserve or book equipment please log on to <https://ccadmediabookings.cit.ie>. Once your booking has been made, go the Equipment Store out hatch between 10am and 3pm on Thursdays and a staff member will scan the required items out to you.

5. Returns

Equipment borrowed is to be returned on or before the due date in clean and working order. This includes all accessories such as lenses, lens caps, firewire cables and so forth. Cables

should be tied up properly. Students are not permitted to paint cables or other equipment. Students should advise technical staff of faulty equipment or damage when returning to the AV Store.

6. Studio Equipment and Access

The use of the studio is restricted to scheduled class time. No equipment is to be removed from the studio/s without the approval of the department technician.

Any equipment failures or breakages in this room must also be reported to the department technician.

Due to health and safety restrictions imposed by COVID 19 it is not possible for students to book studio time outside of class time without having arranged lecturer supervision.

7. Equipment Use Restrictions

Late Return – It is the student's responsibility to ensure that borrowed equipment is returned on time. Failure to return equipment on time will result in a suspension from borrowing further. A subsequent breach will result in a suspension for the remainder of the academic year.

Sub-Lending

- Equipment loaned to another student in the department remains the responsibility of the original borrower until returned. There are no exceptions to this. Students should return the equipment and advise the other student to arrange to borrow the equipment if they wish to use it. It then becomes their responsibility. Equipment is not to be loaned to anyone outside the department by a student. Failure to adhere to this will result in permanent exclusion from the equipment loaning service.

Not for Private or Commercial Use

- The equipment is intended for Media Communications Department related use only. The use of any borrowed equipment for anything that is not project related is prohibited. You will be suspended from the equipment loaning service indefinitely for violation of this rule.

If you have any questions please contact the technical staff: MediaSupport@cit.ie

For directions to the Sober Lane Campus: