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## Multimedia Equipment and Peripherals Borrowing Policy and Loan Form

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### Multimedia Equipment and Peripherals Borrowing Policy

**EQUIPMENT NOT PICKED UP WITHIN 15 MINUTES OF THE BOOKED TIME MAY BE LOANED TO OTHERS.**

**A MINIMUM OF THREE WORKING (3) DAYS ADVANCE NOTICE IS REQUESTED TO ENSURE EQUIPMENT AVAILABILITY.**

**BORROWERS ARE SOLELY RESPONSIBLE FOR LOSS OR DAMAGE TO EQUIPMENT.**

1. The borrower should maintain all equipment and peripherals in a clean state and proper working order.
2. Borrowers are responsible for loss or damage to equipment.
3. Borrowing times may be shortened at any time in case of significant demand.
4. Multimedia Equipment & Peripherals may be borrowed:
  - By members of staff or faculty groups.
  - For the use in instructional support related to students or other members or stakeholders.
  - For a period of 1 hour. Borrowing for periods greater than 1 hour must be made as a special request to the System Administrator or Vice Principal with responsibility for ICT.
5. All technical faults should be reported immediately to the IT Administrator or Lab Technician.
6. The Multimedia Equipment and Peripherals Loan Form must be completed and signed before any equipment is loaned to the staff member requesting such item.
7. All multimedia equipment and peripherals borrowed must be signed for before it is accessed.
8. Privileges to borrow multimedia equipment and peripherals may be revoked or suspended due to the following:
  - Repeatedly returning equipment late.
  - Returning equipment that is damaged or otherwise not complete or in good condition.
  - Repeatedly not picking up booked equipment.
  - Failure to sign for equipment in your possession.
9. To book required multimedia equipment and peripherals, visit the principal's office and sign the booking sheet, or send an e-mail to the principal's secretary.



**Jamaica College**  
**Multimedia Equipment and Peripherals Loan Form**

**Name of Borrower:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

By signing this form below I acknowledge that:

- I have read, understand and accept the Multimedia Equipment and Peripherals Borrowing Policy.
- I understand that I am responsible for damage or loss of any equipment borrowed while it is in my care, custody and control.
- I am responsible for ensuring all equipment and peripherals are in working order and present upon receipt of equipment, and upon return.

Signature of Borrower: \_\_\_\_\_

Date: \_\_\_\_\_

**Special Notes:**

**NOTE:** Please contact the Lab Technician if any assistance is needed to set up or use the borrowed equipment or peripherals.