Centre for Digital Humanities Research- Equipment Loan Agreement

I (insert name)…………………………………………………………………………

Agree to abide by the guidelines and ensure that proper care and handling of loaned equipment is undertaken at all times.

I understand that,

- All equipment borrowed should be returned in the same state in which it was borrowed.
- All accessories and manuals borrowed must be returned.
- Equipment must not be left unattended in hotel rooms, vehicles or during travel.
- All files should be downloaded and deleted from any digital devices.
- All batteries should be returned charged (if applicable).
- Equipment loss or damage must be reported immediately to RSHA Administration, phone 6125 6674, administration.rsha@anu.edu.au
- Equipment loss or damage is not covered by university insurance unless the borrower has received official approval to travel (a copy of the signed Approval to Travel form must be included with any loan request). Insurance excess amounts may apply.
- If the equipment is stolen a Police report must be obtained and forwarded to RSHA along with an explanation of the events that took place.
- If the above procedures are not followed CDHR may request that the borrower personally covers the cost of replacing damaged or stolen equipment, or, in the case of students, it may be taken from fieldwork funds.

Signature……………………………………………………………………………..

Authorised……………………………………………………………………………

(Delegates – Paul Pickering, RSHA Director and Suzanne Knight, RSHA EO)

Date……………………………………………………………………………………

Note: This agreement lasts for one calendar year or part thereof. After this time a new agreement must be registered.

Equipment may be requested to be returned pending usage.

Original to be kept at CDHR, a signed photocopy to be given to the borrower
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<th>Description of equipment</th>
<th>Serial no.</th>
<th>Will equipment be taken off campus? If so, where?</th>
<th>Date out</th>
<th>Initials of checking officer</th>
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Centre for Digital Humanities Research
Equipment Loan Records
Centre for Digital Humanities Research  
Equipment Loan Guidelines

Staff and students may request to borrow CDHR equipment for legitimate reasons only. All persons borrowing CDHR equipment must agree to observe the guidelines listed below to ensure that proper care and handling of loaned equipment is undertaken at all times.

**On campus use**

When using CDHR equipment on campus you must take reasonable precautions to ensure the safekeeping of equipment and minimise the opportunity for theft, loss of, or damage to, the equipment. Should any CDHR equipment become stolen, lost or damaged contact RSHA Administration, phone 6125 6674, administration.rsha@anu.edu.au immediately.

**Taking CDHR equipment off Campus** – equipment can only be taken off campus with approval from the appropriate delegate, Paul Pickering, RSHA Director or Suzanne Knight, RSHA Executive Officer.

Please note – CDHR equipment is *not covered* by University Insurance off campus unless the borrower is travelling and has received official approval to travel. Insurance excess amounts may apply.

When taking CDHR equipment off campus you must ensure that:

1. When not in use the equipment must be kept in a secure location.
2. Valuable data should be kept separate from the equipment, e.g. backing up data on data drivers or CD’s.
3. While in transit the equipment should not be left unattended in a vehicle.
4. Person taking equipment off campus must ensure that all reasonable precautions must be taken to prevent loss, destruction or damage to CDHR property. Insurers may decline claims on the basis that reasonable precautions were not taken. In the event of a loss, a Police report in support of a claim will be required.

In addition, if you will be travelling with CDHR equipment you must ensure that:

1. Equipment must travel in a carrying case that offers a reasonable degree of protection from physical damage.
2. It is a requirement of the University’s corporate travel policy that such equipment be carried on board aircraft etc as hand luggage and NOT checked in as luggage nor packed into a suitcase that is stowed in the cargo hold.
3. If stolen, the theft must be reported to the nearest Police station as soon as the theft has been discovered. A copy of the police report will be required to accompany a claim.

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Failure to follow these guidelines may result in borrowing privileges being withdrawn.