

DMU AV Loans Store

Getting Started Guide



The DMU AV Loans Store is home to an array of audio, video and photography equipment. If you are undertaking units of study in Media and Communications or at Sydney College of the Arts, you will be directed to the Loans Store to be able to complete your production projects.



Where to find us

The DMU AV Loans Store is located on level 2 of the John Woolley Building (A20) at the University of Sydney's Camperdown campus.

The best way to find us is to walk down Manning Rd and use the Level 2 entrance opposite the Old Teachers' College. Please keep the disabled parking bay clear unless you have the appropriate permit.

Activating your account

1. Go to loanstore-slam.sydney.edu.au
 2. Select 'Sign in with your University of Sydney Unikey' and enter your usual USyd login details.
 3. If this is your first time logging in, you won't see any equipment available.
- Please allow at least 24 hours for your borrowing account to be activated. The first three weeks are the busiest for new accounts, so please be patient.

Making a booking

1. Go to loanstore-slam.sydney.edu.au click 'Browse by Category' and select 'Equipment'.
2. Make yourself the owner and add gear to your basket.
3. Click 'Create booking'.
4. Choose your preferred pick-up and drop-off dates and times, then click 'Next'.
5. Read the Terms and Conditions and tick the box, then click 'Next'.
6. Check if the booking details are correct, then click 'Submit'.
7. You will receive an email confirmation from our booking system. Please make sure the details are correct. If you cannot come to the Loans Store at the time originally selected, please email us and we will do our best to help you.

Editing your booking

- Do not make more than one booking for the same day and time.
 - If you would like to add equipment to your booking, or you need to change the pick-up or return times, please edit your booking in Connect2.
1. Go to loanstore-slam.sydney.edu.au and select 'My Account' in the top right corner of the webpage.
 2. Under 'Your resource bookings', click on the booking you would like to edit.
 3. Select 'Edit booking' in the menu on the right side.

Opening hours

Monday, Tuesday, Thursday, Friday:
9:30am – 12:00pm
1:00pm – 4:30pm

Please note, we open at 10am on Wednesdays



Rules and expectations

- Only currently enrolled MECO and SCA students may borrow equipment.
- You must bring your University Student ID to the counter when you collect your booking.
- The person whose name is on the booking is responsible for the equipment, including replacement/repair costs should anything go wrong.
- Your booking is time-specific – meaning you are expected to pick up and return your gear at the times specified in your booking. If you will be late, please call or email to let us know!
- Bookings may be extended at the Loans Store's discretion. Extensions are dependent on demand.
- You will not be permitted to return equipment that is badly packed or messy, or incomplete kits. You will be sent away with the equipment to repack or to find the missing parts.
- Please do not return other people's gear along with your own (it gets too messy at the counter).
- You are expected to have working knowledge of the equipment you are borrowing. Some equipment requires induction from your teaching team before you can borrow it.
- Please check your gear before you leave the Loans Store to make sure all parts (including batteries) have been provided.

Suspensions and bans

- Returning gear late without notifying us will result in your account being suspended for two weeks.
- Two suspensions within 6 months = no extensions on your loans for the remainder of the semester
- Three suspensions within 6 months = complete ban on borrowing for the rest of the semester
- Dumping gear outside the Loans Store unattended will result in an instant ban for the remainder of the semester.

Suspensions are counted within a 6-month period, but your record is permanent. Suspensions may affect future requests for extensions, special equipment requests, etc.

Contact us

digitalmediahelp@sydney.edu.au

(02) 9351 6787

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