



# DMU AV Loans Store *Loans, Returns and Studio Policy*



## Loans and Returns Policy

1. Students are required to arrive promptly for their loan and return time slot with their student ID. During busy periods, staff will refuse service to students who have not made a booking online.
2. Upon receiving gear, it is the student's responsibility to check that all components are included in the kit(s). If any item is missing or damaged, students are advised to inform the staff immediately.
3. Before returning the gear, it is the student's responsibility to check that all items and components for the kits, such as mounting plates, filters, cables, battery chargers, etc., are present and packed correctly. Students who bring back gear packed in an unsatisfactory manner will be sent to the back of the line.
4. For students working on group assignments, it is important to note that only the student who has made the booking online can collect and return the gear. Furthermore, staff will refuse service to any group whose gear and kit components are not thoroughly checked and tidy.
5. Staff members reserve the right to restrict recurring reservations of equipment, as well as prohibit loans with excessive equipment, with the intention of ensuring availability for other students
6. Larger orders of 10 items or more should be negotiated directly with the DMU via email, indicating the time of pickup.

7. When returning gear, students are advised not to place items on the counter and leave. This will result in an instant ban for the semester. Instead, students should ensure that a staff member has checked in their loan. tutorial assistance.

## Studio Policy

1. Food and drink are strictly prohibited in all studio areas.
2. Failure to attend a scheduled studio booking at the designated start time will result in cancellation of the reservation.
3. After use, studio spaces must be left in the same condition they were found, with all rubbish removed, furniture returned to its original position, and cabling properly connected.
4. The individual who made the booking is responsible for any loss or damage to the studio or its equipment, including when working in a group.

As a growing number of classes return to campus, the demand for studios at the DMU will inevitably rise, particularly during assessment periods. While we are committed to accommodating all students and staff to the best of our ability, we cannot guarantee the availability of studios or extensions on loan periods. It is important to bear in mind that equipment at the DMU is a shared resource. As such, we kindly request that students exercise due care and consideration when hiring studios, to ensure that all students have the necessary resources to complete their projects. Thank you for your understanding and cooperation.