

At the session on 25 September 2025, based on paragraph 3 of Article 74 of the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, nos. 4/17, 56/17, 14/18, 39/18, 57/18, 66/18, 10/19, 22/19, 36/19 and 47/19; hereinafter the Statute of the UL), and paragraph 2 of Article 77 of the Rules on the organisation and operation of the Faculty of Social Sciences of the University of Ljubljana dated 13 March 2017 and 9 April 2018 (hereinafter the Rules), the Senate of the Faculty of Social Sciences of the University of Ljubljana adopted

RULES OF RENTAL AND USE OF MULTIMEDIA EQUIPMENT

Article 1

These Rules define the procedures for borrowing, using and returning multimedia equipment for study purposes at the Faculty of Social Sciences, as well as the rights, obligations and responsibilities of equipment users.

Article 2

Multimedia equipment available for borrowing is stored in the IT Centre at the Faculty of Social Sciences. Students of the Faculty may borrow equipment for study-related purposes by making a prior reservation in the My FDV app (My FDV/Other/Rental of multimedia equipment) at least one day before the intended borrowing date. After receiving a confirmation message, the reserved equipment can be collected from room 27 on Monday, Wednesday or Friday between 12 pm and 1 pm. The equipment must be returned to room 27 on the selected return date between 9 am and 10 am. If IT staff are unavailable during these periods due to urgent work elsewhere on the Faculty premises, users will be able to borrow or return the equipment as soon as possible. The rental period for multimedia equipment is up to one week. Borrowing is not possible in July and August. Equipment can only be returned to IT staff in room 27.

Article 3

During the rental period, the user is responsible for the equipment. Each user undertakes to handle the equipment in accordance with the instructions for use, and to return it by the deadline specified in the reservation, thereby making it available to other users. Users of audio recorders and wireless microphones must provide batteries themselves. In case of any technical problems or failures, the user is obliged to inform the IT staff upon returning the equipment. The IT staff do not provide support for the use of the equipment.

Article 4

If damage to the equipment is caused by the user through using contrary to normal practice or the manufacturer's instructions, the user is liable for the cost of repair or the purchase of new equipment.

Article 5

In the event of late return, a delay fee of €2 per day is charged for each item of borrowed equipment. If a student misses the return date twice by more than three working days, they will be prohibited from borrowing any multimedia equipment from the Faculty of Social Sciences until the end of that academic year.

Article 6

These Rules come into force upon adoption by the Senate of the Faculty of Social Sciences and take effect on the date of publication on the intranet and the Faculty's website.

With the entry into force of these Rules, the Rules on the rental and use of multimedia equipment dated 5 October 2020 are rendered null and void.

Prof. Dr Iztok Prezelj
Dean of the Faculty of Social Sciences

