RULES OF RENTAL AND USE OF MULTIMEDIA EQUIPMENT

Article 1

Multimedia equipment, intended for work within lectures, seminars and practical classes, is stored in the room for equipment in the multimedia classroom, which lecturers and assistants of graduate and postgraduate courses have access to. During the teaching process, the teaching staff can use the equipment on the premises of the Faculty. The scope of equipment designed for work in the teaching process changes in agreement between the teaching staff and the IT centre. In case any member of the teaching staff needs equipment outside the Faculty, they are subjected to the same conditions that apply to students in regard of renting the multimedia equipment.

Article 2

Multimedia equipment intended for renting is stored on the premises of the IT Centre at the Faculty of Social Sciences. Both students and staff at the Faculty of Social Sciences (hereinafter users) can borrow multimedia equipment for the purposes of study, research or teaching, on the basis of a prior reservation in your Web office, at least one day before the planned borrowing. Reserved equipment can be collected on selected date (workday) between 1pm and 3pm, and returned on selected date (weekday) between 8 am and 10 am in room BP-8 at the Faculty of Social Sciences. If the IT staff is out of the office due to urgent work elsewhere, the user will be able to borrow the equipment as soon as possible. Rental period of multimedia equipment is up to one week.

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, and thereby make it available to other users. Users of MiniDV cameras, audio recorders and wireless microphones provide recording tapes and/or batteries
themselves. In case of technical problems or failures, the user is obliged to inform the IT staff upon returning the equipment.

Article 4

In case of damaged equipment which is caused by student, the student is liable to pay for repair or purchase of new equipment.

Article 5

In case of late return, the delay fee is 2 € per day for each item of borrowed equipment. If the student misses the return date twice, the student will not be able to borrow any multimedia equipment until the end of that study year.

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