

At the session on 5 October 2020, 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, 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 on paragraph 2 of Article 77 of the Rules on the organisation and workings 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

THE RULES OF USE AND RENTAL OF MULTIMEDIA EQUIPMENT

1. Article

Multimedia equipment intended for work in the scope of 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 also have access to. In the course of the teaching or research process, the teaching staff can use the equipment on and also off the premises of the Faculty. The availability and rental of equipment for the purposes of the teaching and research process is subject to an agreement between the teaching staff and the IT centre of the Faculty of Social Sciences.

2. Article

In the Rules, the female grammatical gender is used to represent all genders.

3. Article

The multimedia equipment intended for renting is stored on the premises of the IT Centre at the Faculty of Social Sciences. Students at the Faculty of Social Sciences can borrow the multimedia equipment for study-related purposes upon prior reservation in the My FDV app (Online Student Affairs Office/Other/Rental of multimedia equipment) at least one day before the planned borrowing. The reserved equipment can be collected from classroom 27 between 9 am and 10 am, after the receipt of a confirmation message. The rented equipment can be returned to classroom 27 on the selected return date between 1 pm and 2 pm. The rental and return of equipment is only possible on Mondays, Wednesdays and Fridays. If the IT staff are out of the office during these periods due to urgent work elsewhere on the premises of the Faculty, the users will be able to borrow the equipment as soon as possible. The rental period for multimedia equipment is up to one week. The equipment can only be returned to the IT staff in classroom 27.

4. Article

During the rental and return process, the users must follow the recommendations of the National Institute of Public Health, published on the web pages of the Government of the Republic of Slovenia.

5. Article

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 MiniDV cameras, audio recorders and wireless microphones must provide recording tapes and/or batteries themselves. In case of any technical problems or failures, the user is obliged to inform the IT staff upon returning the equipment.

6. Article

In case of damage to the equipment caused by the student using the equipment in a manner contrary to normal use or the manufacturer's instructions for use, the student is liable to pay for repair or the purchase of new equipment.

7. Article

In case of late return, a delay fee is €2 per day is charged for each item of borrowed equipment. If the student misses the return date twice by more than 3 working days, she will not be able to borrow any multimedia equipment at the Faculty of the Social Sciences until the end of that study year.

8. Article

These Rules enter into force after being adopted by the Senate of the Faculty of Social Sciences, and enter into use with the date of publication on the intranet and the web pages of the Faculty.

With the entry into force of the present Rules, the Rules of use and rental of multimedia room equipment (Faculty of Social Sciences - multimedia) dated 7 March 2013, and the Rules of rental and use of multimedia equipment dated 19 April 2018, are considered null and void.

Prof. dr. Monika Kalin Golob

Dean of the Faculty of Social Sciences