



# Policy

## ECC Equipment Lending Library

---

The Essendon Camera Club (ECC) has established an Equipment Lending Library (ELL) as a service to Club Members.

The ELL comprises various items of equipment listed on the Equipment Register and available for loan.

The ELL falls under the jurisdiction of the ECC COM.

### **Conditions of Borrowing**

The borrower acknowledges that the equipment borrowed:

- is the property of the Essendon Camera Club Inc
- is not covered by any Club insurance policy whilst in the borrower's care
- the borrower must accept all responsibility in the safe and appropriate operation of such equipment
- the borrower is a financial Member of the Essendon Camera Club Inc

### **The terms of use**

To maximise the use and access to all Members, an ECC Member may only borrow ONE item (or kit) for the loan period.

The **loan period** is the time between two consecutive Club Meetings ie a maximum of two weeks loan.

The borrowers name, signature and date will be entered into the ELL Register on commencement of the loan and signed off by the ECC Committee.

Upon return, the same procedure shall be observed: borrowers name, signature and date of return shall be entered into the Register. The ECC member will sign-off following a satisfactory inspection of the returned item/s.

The borrower shall be responsible for the return of the equipment by the agreed date in good working condition.

The borrower shall be responsible for any damage or loss and will make good if such is sustained.

The borrower acknowledges that the equipment will NOT be used for commercial purposes. Breach of this term will result in the loss of future borrowing opportunities.

29<sup>th</sup> January 2020