



**School of Journalism & Media Studies**  
**Rhodes University, South Africa**

1. Acceptance of the conditions stipulated in this form is a prerequisite for the issue or use of any School equipment, portable or fixed.
2. By signing this document you accept personal responsibility for the equipment issued to you by the School for authorised course or project requirements. Should you allow anyone else to use the equipment, or give it to another person to return to the Equipment Store on your behalf, you remain responsible for the equipment until it is properly signed back to the Store.
3. You are required to sign the Equipment Issue document when drawing portable equipment from the Store, and again when the equipment is returned. When the equipment is returned, your signature will be countersigned by the staff member on duty at the Store to confirm the return.
4. The University has an insurance policy which covers University equipment against loss or damage while it is being used for authorised purposes. However, the usual conditions for insurance contracts apply, and any contributory negligence on your part will be taken into account when assessing claims for repair or replacement. Should negligence be established in the damage to, or loss of, equipment, the School reserves the right to levy a charge commensurate with the level of negligence established, up to the replacement value of the equipment.
5. School equipment may only be used for authorised course or project work. Should School equipment be used for unauthorised purposes or private work not related to course or project requirements, the University insurance cover will not apply, and you will be personally liable for any replacement or repair costs should the equipment be lost or damaged, even if it is properly signed out.
6. Your signature on this contract authorises the School to debit your account with the amount of any charge decided by the Head of School with regard to loss or damage to equipment. You will be informed of any decision in regard to charges to be levied by the Head of School or delegated representative, and you may submit an appeal to the Head of School should you so wish to contest the ruling.
7. Damage to equipment must be reported immediately to the Equipment Store. A full report of the circumstances leading to the damage must be submitted to the Store within 24 hours of reporting.
8. Equipment lost on campus as a result of theft or robbery must be reported to the Campus Protection Unit immediately, and to the Equipment Store. A written report on the circumstances of the loss must be submitted to the Store within 24 hours of the discovery of the loss.
9. Equipment lost as a result of theft or robbery off Campus must be reported to the relevant police station immediately, and a case number obtained. The loss must also be reported to the Store as soon as possible, and a written report submitted within 24 hours of reporting, and must include the case number.
10. Equipment lost under circumstances other than theft or robbery must be reported to the Equipment Store immediately, and a written report submitted within 24 hours of reporting.

11. Any requests to use School equipment from anyone outside the School must be directed in the first instance to the Course Supervisor of the section concerned. This includes other Departments, units of the University, outside organisations or private individuals.

12. School equipment will be issued for appropriate time periods, which will vary according to course and section requirements, and a return date and/or time will be set when the equipment is issued. Should you return equipment issued to you after the return date/time, a charge will be imposed according to the Charge Sheet posted at the Equipment Store.

13. Where equipment is issued in the form of field kits, a check list will be provided for the kit. Kits will not be accepted back to the Store if any components of the kit are missing, unless a report is submitted as to the loss of the components.

14. The above conditions, where appropriate, also apply to the use of fixed equipment in the School facilities, as do the reporting requirements.

15. Equipment may not be kept in digs or residence overnight, at weekends or vacation periods.

16. If such equipment is required for assignments at night or weekends, it must be kept in lockers provided in the labs or edit suites. Students are responsible for providing padlocks for the lockers they use.

17. If equipment is required for use out of town and cannot be returned to safe storage in the Equipment Store or the lockers provided, permission must first be obtained from the lecturer concerned, and they in turn will inform the Store.

18. Equipment lost or damaged if kept in digs or residence will not be covered by University Insurance.

**I understand the above conditions and agree to abide by them. I accept responsibility for School equipment issued to me, and for equipment in School facilities while it is being used by me.**

Name:

Address:

Student Number:

Cell Phone:

Signature:

Date:

