

## POLICY DOCUMENT

# STUDENT USE OF EQUIPMENT POLICY

## 1 Purpose and Scope

---

The purpose of this policy is to outline the rules and guidelines for ACPE student use of the ACPE Library's equipment.

Equipment is provided in support of the College teaching program and this policy assists in ensuring that the use of these resources is ethical and fair, and that the lending process is managed in an effective manner.

## 2 Policy Statement

---

### 2.1 General

Students can borrow equipment (laptops, data projectors, video cameras, etc.) for presentations as part of their course work. Advance bookings for equipment are highly recommended and may be made at the front desk. Equipment is not available for personal use. Students are not permitted to borrow equipment for use during practicum.

Students may use library laptops within the library for the purpose of conducting research or the writing of assignments, providing the laptops are not reserved for academic use.

Equipment is loaned to students on the library system. The student's ID card must be presented for borrowing.

Students are responsible for transferring any of their work saved on equipment to a personal storage device before returning the equipment. Library staff erase data on this equipment when returned and thus any non-copied data will not be retrievable.

### 2.2 Use of Video Equipment

Video equipment (cameras, tripods, connector cords, etc.) may be used onsite or offsite.

It is a condition of use that the student agrees to replace video equipment should it be damaged, lost or stolen whilst in their possession.

Students are re responsible for returning video equipment immediately after use to the front desks. Video equipment used onsite must be returned the same day. Video

equipment used offsite must be returned to the library no later than 10:00 am the following morning.

### **2.3 Use of Video Cameras by Dance Technology and Coaching Students**

A number of video cameras are available specifically for use by students enrolled in the Dance Technology Unit. Borrowing rules for these cameras are the same as those in 2.2 above. Similarly, specific equipment is provided for use by Coaching students with the same borrowing rules.

### **2.4 Use of Laptops and Data Projectors**

Students wishing to use laptops and data projectors for presentations are advised to make advance bookings at the front desk. The student who borrows the equipment is responsible for its collection and safe return to the library.

All requests for overnight loans for laptops and data projectors must be referred to the Information Services Librarian.

#### **DISCLAIMER:**

*The Australian College of Physical Education cannot give any guarantee or warranty that any equipment borrowed from the library is suitable for particular student or staff uses. The College is unable to accept any liability whatsoever for any damage to the member's (or third party owned) equipment, media or software programs resulting from use of library equipment.*

## **3 Definitions**

---

N/A

## **4 Related Documents**

---

- Staff Library Policy
- External Lending Policy
- Collection Development Policy
- Student Library Loans and Resource Access Policy
- Student Library Rules Policy

#### **Legislation:**

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

## 5 Document Administration

---

<b>Policy Name &amp; Code:</b>			Student Use of Equipment Policy (POL-30)
<b>Policy Owner:</b>			Information Services Librarian
<b>Approval Authority:</b>			Academic Board
<b>Next Review:</b>			September 2023
<b>Approval Date</b>	<b>Effective Date</b>	<b>Version</b>	<b>Summary of changes</b>
13 Sep 04	Mar 2015	1	Document approved by Dr. Brian Nook, Dean and Head of College, ACPE.
28 May 19	29 May 19	2	Revision date: 19 March 2019. <ul style="list-style-type: none"> <li>• Format changed in line with the new document template for ACPE policies and procedures.</li> <li>• Related Documents section added to include list of related policies, procedures, and other documents.</li> <li>• Job titles updated to reflect current practices. Library and borrowing rules revised, in line with procedures.</li> <li>• Policy content checked against HES 3.3.1; and, National Code Standard 11.2.5, for compliance.</li> <li>• Key stakeholder consultation for review: ACPE Information Services Librarian and Library Officer.</li> </ul>