

## **MCR LENDING SCHEMES**

### **TERMS AND CONDITIONS**

#### **1. IT EQUIPMENT LENDING**

The MCR Computer Clerk is responsible for organizing the lending of MCR IT equipment (laptops and audio recorders), keeping full records of the scheme and storage of the laptops when not in use.

Applying to the service and booking a piece of IT equipment through the MCR website or by any other mean implies the acceptance of these terms and conditions.

During full term, all the IT equipment are available on a first come, first served basis to any full member of the MCR to book for up to two weeks. At the end of that period, the loan may be renewed if the item has not been booked by another full member.

The availability of the IT equipment out of term may be subject to availability of the MCR Computer Clerk and is not guaranteed.

The MCR member who requires the IT equipment will find it at the lodge for collection before 8pm of the day when the booking starts and must deliver it back before 8pm of the day in which the loan expires. Restitution of the item must happen by returning it to the lodge for collection of the MCR Computer Clerk.

The member to whom the piece of equipment is lent cannot, unless explicitly authorized by the MCR Computer Clerk, install any software on it. Also it is mandatory that each user removes his/her personal data from the computer before returning it. Each data present in the item borrowed after it has been returned will be removed and the MCR Computer Clerk declines any responsibility in case of loss of data. Also any IT equipment borrowed comes without any warranty and the MCR, the MCR officers and the College cannot be considered in any case responsible of any loss of data originating from a malfunctioning of the device.

The member to whom the piece of equipment is lent is responsible for returning it at the end of the loan period to the Computer Clerk or his mutually-agreed representative. If the item is returned late, a fine of £20 will be levied to the member; subsequently, fines of £20 for each additional week the laptop is kept will be levied.

If the item is damaged while in the care of a member, or the member is not able to return it, the member shall be charged for the repair or replacement (whichever is the cheaper) of the borrowed IT equipment; the amount required shall be determined by the Computer Clerk and be approved by the MCR Committee in a simple majority vote. The member in question may appeal to the Committee by communication in writing to the President; the Committee will only consider an appeal on the grounds of theft or wilful damage by a third party if a police report is presented to them. If the member to which the recommended fine relates is a member of the Committee, they may take no part in any of Committee discussion or voting related to their own case.

The College rules governing computer use apply to MCR laptops wherever they may be used.

#### **2. DVD'S LENDING**

The MCR also runs a DVD lending scheme. The MCR Art Representative is the officer in charge of running such scheme. If the MCR does not have an Art Representative the MCR Committee in a majority vote will decide which officer is responsible of running the scheme.

This service is reserved to MCR members. Each DVD can be borrowed for a maximum of three nights. The lending can be renewed if no other member requested the DVD after the expiry of the original booking.

The MCR member who requires the DVD will find it in his pigeonhole before 8pm of the day when the booking starts and must deliver it back before 8pm of the day in which the lend expires. Restitution of the DVD must happen by putting the DVD in the MCR DVD RETURN BOX which can be found near the pigeonholes.

In case of a late return a fine of 1£/day will be battled to the member. Days are counted every 24 hours after 8pm of the day when the lending expired.

If the item is damaged while in the care of a member, or the member is not able to return it, the member shall be charged for the replacement of the borrowed DVD; the amount required shall be determined by the Computer Clerk and be approved by the MCR Committee in a simple majority vote. The member in question may appeal to the Committee by communication in writing to the President; the Committee will only consider an appeal on the grounds of theft or wilful damage by a third party if a police report is presented to them. If the member to which the recommended fine relates is a member of the Committee, they may take no part in any of Committee discussion or voting related to their own case.