

## Important information on the loan of AV material for HSLU students

- Monday to Friday from 9 a.m. to 11.30 a.m. **by appointment** (via email to [videowerkstatt@hslu.ch](mailto:videowerkstatt@hslu.ch))
- Monday to Thursday from 1:15 p.m. to 5 p.m. for **collection** and **return** as well as **normal operation**
- The maximum lending period is four weeks.
- Questions about device handling and reservations can be clarified **in the mornings** during an appointment.
- Orders and returns of more than 12 devices must be arranged in advance via appointment.
- Late returns that have not been communicated in advance will be charged with a reminder fee, as other projects and modules could be hindered.  
If this occurs repeatedly, the person responsible will be banned from further lending.
- If a material loan is to be extended, this must be requested **in advance, including the reason and the new end date** by email.
- The person named in the contract is **liable** and **responsible** for the timely collection and return of the borrowed material.
- The transfer of borrowed material to **third parties is not permitted.**  
Failure to comply will result in a heavy fine and a definitive ban on further loans.
- External exhibitions and assignments **relevant to the study** require written confirmation from the head of the degree programme.
- Material on loan may not be used in connection with external projects outside the degree programme. If anything is unclear, this must be clarified in advance with the head of the degree programme and the employees from the AV Resources Centre.

**The lending regulations and other important information can be found on the website:**

<https://sites.hslu.ch/werkstatt/av-ausleihe/>

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