

Conditions of the loan of AV material for HSLU students

Everyone who makes use of the AV lending service is obliged to return the material on time and in perfect condition. In the event of damage, destruction or loss occurring during the lending period, the borrower is liable.

Insurance

Students are responsible for taking out insurance. The university urgently recommends that the risk of "simple theft away from home" be included in private household insurance in order to cover potential damage as mentioned above. This damage is often the result of improper use and negligent treatment. Your personal insurer will be able to advise you in this regard.

Theft

Employees at the AV Resources Centre must be notified immediately if loaned material is stolen while borrowed. Depending on the insurance company, a police report may have to be filed for this purpose in order to receive a refund.

It should be noted that in normal cases a locked car is not considered a "safe place," which is why such losses without supervision are often not covered by the insurance.

Reservation

The required equipment must be reserved on the Online portal Leih at least one day in advance (<https://ausleihe.hslu.ch>). The reservation is only considered official once it has been confirmed in writing by the AV-Resources Centre. The start date of the reservation is considered the pickup date. If reserved devices are not picked up on the pickup date, the reservation will be canceled on the next business day. The maximum lending period is four weeks.

Return

The binding return date is specified in the lending contract.

During the return process, the material to be returned is checked by the employees of the AV Resources Centre to ensure that it is functioning and complete. All materials, including accessories, must be returned in a clean and proper state. If this is not the case, appropriate cleaning must be carried out at return to the Centre by the students or the cleaning will be performed by the employees of the AV Resources Centre for a fee.

In the event of incorrect or incomplete returns (such as missing accessories), the person who borrowed the material is liable to pay compensation. If the missing accessories are not returned or replaced within seven days and redelivery is not possible, resulting in the purchase of a new device, all costs incurred must be borne by the person who loaned the device.

Reminder procedure

The borrower will receive an email reminder 24 hours before the return date.

If the material on loan is not returned on time, another reminder email will follow and a reminder fee of CHF 15 will be charged. A further CHF 5 will be charged for each additional day. There will also be a ban on borrowing, which can only be reversed by means of a letter from the head of the degree programme.

External projects and use by third parties

AV material on loan cannot be used for external and commercial projects. Likewise, it is not permitted to lend or transfer borrowed material to third parties (private individuals or production companies).

The sale of in-house productions to third parties produced in the HSLU's AV Resources Centre is not permitted (see [Transfer of rights](#) on MyCampus).

Thank you for your attention

The staff of the Video Workshop and AV Resources Centre at the Lucerne School of Design, Film and Art