Teaching Technology Support (TTS) is responsible for the hire & loan of AV equipment to staff for teaching purposes.

Please read below the Terms & Conditions for the loan of the equipment from TTS.

Bookings
1.1 All booking enquiry, please can you email the Helpdesk eshelp@leeds.ac.uk or call 0113 3435555 (EXT 35555)

1.2 Equipment can only be loaned out by University staff with valid photo ID cards.
1.3 No bookings will be accepted until a booking form has been fully completed and an account code has been provided in case of any loss or damaged equipment.
1.4 The maximum duration for hire is (5) days excluding weekends.

Safe storage of equipment
2.1 The user must adequately make sure the equipment is secure when not under personal control (overnight, Lunch & coffee breaks etc) by keeping it locked in a secure room or a lockable cupboard.
2.2 If any equipment is left in a vehicle it must not be left visible from outside of the vehicle and must never be left unattended unless the vehicle is locked in a secure garage.
2.3 If any equipment is lost or stolen, charges will be made to the school/hirer for replacement.

Collection & return of the equipment.
3.1 Any equipment not collected by the stated time may be loaned out to another user.
3.2 All equipment must be returned at the agreed times & date as it may impact other bookings.
3.3 All equipment must be collected & returned to the Roger Stevens Building, PCB reception, Level 6.
3.4 Items can only be collected by the person named on the booking form with a valid Staff ID or unless arrangements have been made prior to collection.

Use of equipment
4.1 Equipment should always be used in accordance with the safety instructions if provided and the user is responsible to comply with the user guide provided.
4.2 Equipment must not be used if the user has reason to think the equipment maybe faulty and it must be returned ASAP.
4.3 The user must report any damage to the equipment during the hire period, and if the equipment is found to be beyond repair, the school/hirer will be held responsible for the costs to replace the equipment.
4.4 If any equipment is lost or stolen, charges will be made against the account code provided for replacement.
4.5 If the user has any doubts about the use of the equipment then advice from the loans staff must be sought before use.
4.6 The equipment must only be used for University purposes.
4.7 The equipment can be loaned to lecturers for supervised use with students.
4.8 The equipment user guides will be provided by TTS Loans and will also be available online from the TTS website http://www.leeds.ac.uk/estate_services/cts/ and SDDU http://www.sddu.leeds.ac.uk/________________________

For any further advice please speak with a member of staff from the Teaching technology support team. Thanks TTS Team.