

AUDIOVISUAL SERVICES USER REGULATIONS

A. General Provisions

1. Purpose

These regulations govern the modalities for borrowing and using technical devices (such as audiovisual recording equipment and projectors, computers, stage technology, etc.) and accessories supplied to university members by ZHdK Audio-Visual Services of the ZHdK Production Centre.

2. Legal Foundations

1) These regulations are based on the GENERAL REGULATIONS FOR EQUIPMENT LOANS,¹ which govern the lending of ZHdK equipment to staff and students, either free of charge or subject to fees.

2) Hereinafter equipment shall refer to technical equipment and accessories.

3. Scope

These regulations apply to ZHdK staff and students and to external persons (i.e., non-University members), who may borrow equipment in special cases (e.g., visiting faculty).

4. Use

1) Any equipment borrowed may be used only for educational purposes or for projects directly involving or associated with ZHdK. Loan decisions are subject to the discretion of Audio-Visual Loans. Any commercial use of University-owned equipment is strictly forbidden.

2) Borrowers are strictly prohibited from transferring or handing over any borrowed item to third parties.

3) All loaned equipment shall remain the property of ZHdK.

B. Loan Regulations and User Requirements

5. Applying and Booking

1) ZHdK staff and students may borrow equipment only if they provide their personal details,² and only if they subsequently create an Audiovisual loans account in the designated online reservation system.³ External persons are registered by Audio-Visual Loans when borrowing equipment.

2) Staff and students may book any equipment via their Audio-Visual Loans Account.

3) The lending purpose must be stated when booking equipment (see § 4).

4) Users must present a valid ZHdK card when collecting equipment. External persons are required to present a valid ID card.

6. Borrowing

1) Prior to borrowing equipment, staff and students must complete and sign a written lending agreement with the Audio-Visual Clerk on duty.

2) When borrowing equipment, staff and students must ascertain that it contains all components and parts based on the list enclosed with the device. Whenever possible, borrowers should also check whether the device is functioning properly on the day of collection. Any malfunction or defect should be reported immediately.

7. Uncollected Devices and Accessories

If a device and/or accessories is/are not collected on the corresponding day without notifying Audio-Visual Loans in advance, the entitlement to borrow the reserved equipment shall cease from this day (closure of Audio-Visual Loans).

8. Duty of Care

1) Any borrowed equipment must be treated with the necessary care.

¹ GENERAL REGULATIONS FOR EQUIPMENT LOANS of 7 April 2008, last updated on 9 August 2010.

² <http://www.zhdk.ch/?personensuche>

³ <http://ausleihe.zhdk.ch>

2) The following duties of care must be observed in particular: Borrowed items must not be left unattended, neither at ZHdK nor elsewhere. Staff and students must lock any room(s) in which they are using borrowed equipment. Devices must be secured with the cable lock or locked away safely.

9. Returns

- 1) The return date stipulated on the lending agreement is binding.
- 2) Audio-Visual Loans will check whether all returns are in good working order and complete.
- 3) If an item is returned incomplete, for instance, if any accessory or any part is missing, the borrower shall be required to replace the item unless he or she returns the item within one day or provides a replacement of equal value. If a component or part cannot be supplied, hence requiring the purchase of a new device, the borrower shall be liable to pay the costs of the new device.
- 4) All devices, their corresponding containers, and all accessories must be returned clean and tidy. Audio-Visual Loans reserves the right to request borrowers to clean any items returned dirty or untidy on the spot. Borrowers failing to comply with such instructions shall be charged the time required to clean and tidy such items.

10. Extending the Loan Period

Loan period extensions may be requested only until one day before the return date. Extensions are valid only after borrowers have received confirmation from Audio-Visual Loans.

11. Overdue Fees: Late Returns and New Acquisitions

- 1) The following overdue fees are charged for the late return of devices and/or accessories:
 - from the 1st day overdue: CHF 25.- per lending agreement,
 - from the 5th day overdue: an additional CHF 75.- per lending agreement,
 - from the 20th day overdue: an additional CHF 200.- per lending agreement (Total: CHF 300.-).
- 2) From the 40th day overdue, Audio-Visual Loans reserves the right to purchase a new device and/or accessories. The resulting costs will be charged to the responsible borrower.

12. Suspension

Borrowers who repeatedly violate the return conditions (for instance, returning equipment faulty or late) may have their lending rights suspended for up to six (6) months.

13. Liability

- 1) When borrowing equipment, borrowers are responsible for ensuring the careful use of all devices and accessories. Any handling of devices and accessories not performed with the necessary care shall be deemed improper (in accordance with § 8 in particular).
- 2) The borrower shall be liable for any damage or loss caused to borrowed equipment.
- 3) Should ZHdK suffer any damages due to the non-observance of the duties described above, the resulting costs shall be charged to the borrower.

C. Further Provisions

14. Overarching Provisions

In addition to the above provisions, these regulations are subject to the GENERAL REGULATIONS FOR EQUIPMENT LOANS of 7 April 2008 and to the Cantonal and Federal Employment Law Regulations and Liability Law Regulations.

15. Enactment

These regulations were enacted by ZHdK Legal Services on 7 April 2008 following the implementation of the GENERAL REGULATIONS FOR EQUIPMENT LOANS. They shall come into force with immediate effect and shall remain valid until further notice.

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