



Casgliad y Werin Cymru

People's Collection Wales

EQUIPMENT LOAN POLICY

People's Collection Wales works with museums, archives and libraries as well as schools and community groups to deliver a range of innovative digitisation projects by providing training, remote support and loan of equipment. As part of the project's aim to increase the variety and volume of digital content from across Wales, an equipment loan system has been developed at the National Library of Wales.

A limited equipment library is available for loan and this policy aims to outline a loan procedure that will be of benefit to borrower and enable the provision of a fair and efficient service.

1. Loan of Equipment:

- 1.1 Equipment will be available for loan to the heritage sector (museums, archives and libraries), community groups and organizations outside the heritage that wish to create content for contribution to People's Collection Wales.
- 1.2 A loan agreement will be signed on behalf of both parties. The loan agreement will act as a receipt while the equipment is on loan and will include identification details of equipment components and software.
- 1.3 The borrower will be held totally responsible for all equipment checked out to them when they sign the loan agreement.
- 1.4 It is understood that all such equipment shall be returned to The National Library of Wales in the same proper working condition as it was issued.
- 1.5 The parts and contents of the kit should be checked by both parties against the agreement.
- 1.6 Should equipment become faulty for any reason while in the charge of the borrower, no attempt should be made to repair it. The People's Collection Wales team at the National Library of Wales should be notified immediately if any piece of hardware, software or other equipment is found to be faulty.
- 1.7 Under no circumstances should any equipment in your charge be loaned to any other person. All equipment transfers must be handled through the People's Collection Wales team at the National Library of Wales.
- 1.8 Under no circumstances should software be installed, uploaded or removed from the equipment without written consent.
- 1.9 It is essential that equipment be returned to the National Library of Wales on the time and date agreed.

- 1.10 All data remaining on equipment on its return will be deleted and is unrecoverable. It is the responsibility of the borrower to ensure all important data is removed before the equipment is returned.
- 1.11 Heavy items will be clearly marked – manual handling procedures should be applied as the National Library of Wales accepts no responsibility for personal injury.
- 1.12 The following portable equipment is available:

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| A4 scanning equipment with laptop |
| A3 scanning equipment with laptop |
| Transparency unit for A3 scanner (to digitise slides and film) |
| Digital storytelling kits with MacBook Pro laptops |
| Oral history equipment |
| Kodak video recording equipment |

2. Terms of Equipment Loan:

- 2.1 All equipment may be signed out for a maximum of six weeks.
- 2.2 A request to renew the loan agreement can be made if there is at least a month remaining on the loan agreement. The right to decline a request to renew a loan agreement is reserved
- 2.3 The collection and return of equipment is the responsibility of the borrower.

3. Lost or Damaged Equipment:

- 3.1 The borrower is responsible for returning all equipment received in the same condition as when received.
- 3.2 The borrower will be responsible to pay the cost of replacement of any equipment not returned, or equipment returned which is damaged beyond repair.
- 3.3 The borrower will be responsible to pay the repair cost (not to exceed the replacement cost) of any equipment which is returned in damaged condition.