CONDITIONS OF BORROWING AND CARE OF TECHNOLOGY EQUIPMENT

Conditions of borrowing

1. The cardholder accepts responsibility for all library items issued on the TAFECard and agrees to return all items directly to the issuing TAFE NSW library by the due date, which can be confirmed by enquiry.

2. If items are not returned directly to the issuing TAFE NSW library by the due date, the cardholder agrees to meet all replacement costs\(^1\) that may be incurred.

3. Library privileges across NSW TAFE libraries will be suspended if an item is kept past the due date or items are returned damaged or incomplete.

4. Where items are damaged during the loan period and cannot be recirculated\(^2\), items must be paid for\(^1\) or replaced by the cardholder. Minor damage pre loan is recorded by the librarian on the due date slip.\(^1\)

5. Borrowing library items, including items belonging to other sections managed by the library indicates acceptance of these conditions. If these conditions are not acceptable, please do not borrow items from NSI TAFE Libraries.

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\(1\) Costs will be the actual replacement costs determined at the time of payment, not necessarily the original cost displayed on the notice

\(2\) In the opinion of the Library Manager

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How to care for your technology equipment

1. Handle equipment and all attachments with care
   i. Do not force accessories into the equipment

2. Allow adequate time to setup and pack away equipment. Avoid rushing

3. Account for all pieces/accessories when setting up

4. Setup equipment in stable, dry and safe environments
   i. Do not use equipment near any wet areas

5. Ensure a 24hr period for any battery charging before you need the equipment

6. Never leave equipment unsupervised
   i. Do not leave equipment in public places where it could get damaged, lost or stolen

7. Pack all pieces of equipment in their appropriate packaging. Do not force pieces into packaging and be mindful of cords when sealing packaging

8. Do not leave equipment in the sun or other extreme situations e.g. in your car

9. Do not lend the equipment borrowed under your name, to other teachers or students as you will be responsible for any damage/loss

10. Contact the Library immediately:
    - the equipment stops working, malfunctions or does not operate correctly
    - there is an accident involving the equipment
    - the equipment is broken or damaged
    - the equipment is lost or stolen