

Policy and Conditions of loan for equipment owned by the Ribblesdale & District Camera Club (the "Club").

1. The equipment (as listed and defined by the Appendix to this document) is and remains the property of the Club, unless a vote of the committee decided by a majority of 60% or more of the full committee, whether present or not, resolves to dispose of it. Proxy or written voting will be allowed.
2. In the case of a decision by the committee to dispose of the equipment, the committee should auction the equipment to club members and if this fails, sell or dispose of it in any proper manner as thought fit by a simple majority of the members present at a committee meeting.
3. Members may borrow all equipment specified for general loan (indicated in the Appendix to this document) on the following conditions:

Equipment belonging to the Club may be borrowed only by paid-up members of the Club for their personal use and not lent-on or allowed to be used by any non-member of the Club.

The normal loan period is one week, from Tuesday to Tuesday, but renewable week-by-week if no other member has signed to borrow the equipment, up to a maximum of four weeks. After the loan period is complete, the equipment must be returned to the club in good condition. A loan list will be provided within the store.

Should the equipment be required for any Club meeting, workshop or other function, it must be returned for that time period.

Any member borrowing equipment must sign the loan sheet. If a member cannot attend the next meeting, an Officer of the club can sign on his/her behalf for the next week. If another member has meanwhile signed for the equipment, it must be transferred within 48 hours, unless otherwise agreed between the two members.

Every care must be taken of the Club's equipment, if borrowed. Insurance must be in place (either arranged by the club or the borrower's personal insurance) to compensate the club in case of damage or loss. Should other problems arise with the loaned equipment, these should be reported to an Officer of the Club as soon as practicable, prior to arranging repair. Every effort will be made to cover the cost of repair on insurance or warrantee but in the case of normal wear-and-tear, the Club shall arrange repair or reimburse the member's costs.

No charge will be made for the use or loan of the Club's equipment, except for a reasonable reimbursement for expendables such as inks for printers and blades for mount cutters. The Club shall keep records of costs to ensure a reasonable charge for expendables is made.

In exceptional circumstances, members may borrow equipment that is not scheduled for normal loan. In this case, permission must be given by at least two of the three officers of the Club.

Equipment may be taken from or used by members within the Club's store, provided access is arranged with an Officer and the hall is open, including for functions not involving the Club. In this case, prior arrangements must be made and identification shown to any person reasonably requiring it.

Appendix: list of loan equipment

Studio lights set
Braun MultiMag batch slide scanner
Mount Cutter

Label:

1. This equipment is the property of the Ribblesdale Camera Club.
2. Log out one week at a time on sheet.
3. Book request for loan on sheet if equipment is already out on loan
4. Report damage, loss or need for service to a club officer.
5. Borrower is responsible for careful use and return in full working order