



**Nova Scotia
Agricultural
College**

POLICY NAME	DIGITAL CAMERA LENDING POLICY
POLICY NUMBER	DEV0002
INITIATION DATE	DECEMBER 1, 2010
REVIEW/REVISION DATE	
REFERENCES	
ORIGINATING DIVISION	Development and External Relations
POLICY SPONSOR	Jim Goit

POLICY STATEMENT

The Development and External Relations division makes cameras available through the NSAC Print Centre to assist in the promotional activities of NSAC departments and divisions. There are proper procedures to be followed in order to ensure the cameras are not broken and are returned on time.

PURPOSE AND SCOPE

- This policy outlines the procedure that users must follow to borrow equipment from Development and External Relations.
- This applies to staff and students of NSAC, vendors providing managed services to NSAC and Corporate Services Units operating on campus.

DEFINITIONS AND CLARIFICATION

- Equipment – Materials for use of promotion of the NSAC brand on campus or in the community
- Digital camera – Sony Cyber shot – used for photo and video needs. Valued at \$200.
- Flip camera – digital video recording device. Valued at \$200.

PROCEDURE

Staff of the NSAC Print Centre will provide instructions for use and care of the cameras upon time of borrowing. SEE APPENDIX A FOR FULL PROCEDURES.

The borrower agrees to not leave the camera(s) unattended; to not use the camera in inclement weather or dirty conditions; ensure the camera is returned on or before the agreed upon return date; to sign and honour the borrowing agreement.

Condition of Camera(s)

- If there is any pre-existing damage to a camera, it will be marked on a diagram of the item and a copy will be presented to the borrower and attached to the borrowing agreement.
- If there are any new marks or damages to the item upon its return, the diagram of the condition it was borrowed in will be consulted and the borrower (and their department) will be responsible for the repair of any new damage done to the item, or the cost of replacement should the camera be irreparably damaged.

RESPONSIBILITY AND ACCOUNTABILITY OF THE BORROWER

- The borrower must follow the instructions for care provided.
- The borrower's department will be held financially responsible for any damages done to the camera(s) while in their care, with the exception of normal wear and tear.
- An agreement form must be signed by the borrower to state that it is their department's responsibility to cover all costs of replacement if an item is lost, stolen or irreparably damaged while in the borrower's care and that the instructions for care have been provided, read and understood.
- Should equipment become faulty for any reason while in the borrower's charge, return it immediately to the NSAC Print Centre and let staff know about the problem.

LATE FEES AND EXCEPTIONS

- Cameras are to be borrowed for a maximum of a one week . Renewal of the borrowed item is available as long there are no prior holds on it.
- A late fee of \$ 25 per day, per item borrowed will be applied to items returned after the stated return date.
- Equipment cannot be removed from the province without specific permission granted from Development and External Relations to do so. This will be coordinated by Print Centre staff.
- Equipment sign-out privileges may be revoked at any time due to careless handling of equipment or repeated lateness. Please note: unattended equipment is considered careless handling.

ENQUIRIES

- Please direct enquiries about this policy to Jenna Forsyth:

Jenna F. Forsyth
Development and External Relations
(902) 893-6721
jforsyth@nsac.ca

Appendix A- DIGITAL CAMERA LENDING POLICY

Policy Number: DEV0002

Date Borrowed:

Print Centre Employee:

Date to be Returned:

Condition:

Number of Pieces Borrowed:

I, _____, (print name) agree to take full responsibility for the item(s) I am borrowing.

I have read the instructions for care and agree to abide by them.

If any damage occurs to this item while in my care, it is the responsibility of my department to cover all repair costs. Cost Centre Number: _____

I agree to return it on time on the assigned date to be returned.

_____ Signature

_____ Date

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Instructions for Care of Cameras or Video Recording Equipment

Value of Item: \$200

Pieces Included: Camera and case

Instructions: Turn power on, put into 'camera' or 'video recording' mode, point and shoot.

Tips for Proper Care:

Avoid getting the cameras wet or dirty.

Please return them to their cases while they are not in use.

Cameras may need charging prior to use.

Should equipment become faulty for any reason while in your care, return it immediately to the NSAC Print Centre and let staff know about the problem.

Current Condition:



If there are any new marks or damages to the item upon its return, this picture of the condition it was borrowed in will be consulted and the borrower (and their department) will be responsible for the repair of any new damage done to the item.