



**Nova Scotia
Agricultural
College**

POLICY NAME	INSTITUTIONAL DISPLAY LENDING POLICY
POLICY NUMBER	DEV0001
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 the institutional display available for borrowing through the NSAC Print Centre. There are proper procedures to be followed in order to ensure the displays are not broken and are returned on time.

PURPOSE AND SCOPE

- This policy outlines the procedure that users must follow to borrow equipment from the Development and External Relations office.
- 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.
- Institutional Display – A 10'x30' display that consists of six 10' x 5' pieces to be used as a back drop for existing display units or on its own. Can be used modularly or as one large display. Valued at \$450 per piece.

PROCEDURE

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

The borrower will ensure they **use the hex key after raising the display** to lock the rolling mechanism in place; to not leave the display unit(s) unattended or in an unlocked area; to not leave

displays assembled for long durations, including overnight; ensure the display is returned on or before the agreed upon return date; to sign and honour the borrowing agreement.

Condition of Institutional Displays

- If there is any pre-existing damage to the display unit, it will be marked on a diagram of the item, a copy will be presented to the borrower and a copy attached to the borrower's 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 display unit 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 display(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

- Displays are to be borrowed for a maximum of 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 without warning 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- INSTITUTIONAL DISPLAY LENDING POLICY
Policy Number:DEV0001

Date Borrowed:

Print Centre Employee:

Date to be Returned:

Condition:

Number of Pieces Borrowed:

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

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

If any damage occurs to this display 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

Instructions for Care of Institutional Display

Value of Item: \$450 per piece

Pieces Included: Display, set up poles, base, carrying case

Instructions: Remove from the carrying case and place the base on the floor. Take the pole piece with the 'screw' end and screw it into the base piece. Assemble other pole pieces together, but do not include the piece already attached to the base. Pull the display unit up from the base and put the pole into the hole at the top of the display. Pull it up all the way to connect all poles together to make the display stand up on its own.

Tips for Proper Care:

Do not leave the display unattended.

Do not leave it set up overnight.

Do not leave it for an extended period in the trunk of a car or in a heated area.

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.