



## EQUIPMENT LOAN REQUEST POLICY

### Purpose

To provide learners and programs the ability to check out equipment (for course sessions, learner practice, or other educational activities) for a designated amount of time.

### Policy and procedures

- 1) Loan requests for CLRC equipment must be made via the CLRC Equipment Loan Request Form on the CLRC website.
  - a. In the event of conflicting dates associated with Clinical Learning Resource Centre (CLRC) courses and any requests to borrow equipment, the CLRC will be given priority.
  - b. Unless previously arranged, requested equipment can be loaned for a period not exceeding five (5) business days.
  - c. Unless otherwise arranged, it is the responsibility of the borrower to reimburse the Clinical Learning Resource Centre for any consumables taken and/or utilized with the loaned equipment.
  - d. It is the responsibility of the borrower(s) to replace or repair, at their expense, any damage incurred to loaned equipment while in their possession.
- 2) All equipment must be returned to the CLRC reception area no later than 4:30 pm on the date scheduled for return.
  - a. Equipment will not be loaned during weekends, unless previously arranged.
- 3) CLRC staff will provide status confirmation of all equipment loan requests as well as verification of all returned equipment.
- 4) Failure to meet the terms of this policy will result in cancellation of privilege to participate in CLRC Equipment Loan Program.