



# THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) POLICY ON TECHNOLOGY SIGN OUT

## Preamble:

Policies and procedures are enforced to ensure the security of equipment and the equal opportunity usage by all councillors. Use of equipment is reserved for SUPRA purposes only. An individual's equipment privileges may be suspended at any time for reasons of misuse, damage, loss, late return, or for other reasons at the discretion of the President.

## 01: DEFINITIONS

01.01: 1) Equipment is defined as a piece of machinery that can be taken from the SUPRA offices.

## 02: GENERAL LENDING PROCEDURES

02.01: 1) Only Councillors may borrow equipment or use facilities for SUPRA business.

02.01: 2) Equipment may not be signed out for other people however councillors are allowed to share the equipment with other councillors.

2.a) All names must be on the sign out sheet if equipment is shared and everyone in the group is financially liable for the equipment.

2.b) At the time of check in/out, not all members of group need to be present.

02.01: 3) SUPRA strictly prohibits borrowing Equipment for non-SUPRA use.

02.01: 4) If you are traveling with equipment further than 60 miles you will need special permission from council.

4.a) If you plan to travel outside of Australia you will need to pay for property insurance and provide council an insurance certificate showing that the value of that equipment is insured for the duration of the trip.

## **02.02: Borrowing Equipment**

- 02.02: 1) Read carefully and sign an Equipment Sign-out Sheet each time you borrow equipment. You are responsible for all items listed on the form, until equipment is returned and checked-in by the President.
- 02.02: 2) Immediately inspect equipment in the SUPRA office. Verify that equipment is working and complete, exactly as listed in the Sign-out Sheet. You are responsible for all the equipment that you sign for.
- 02.02: 3) Notice how the equipment is packed. Please return in the same way.
- 02.02: 4) Immediately report anything unusual, missing, or extra, or not working before leaving the SUPRA office.
- 02.02: 5) Return all equipment in proper condition and on time.
  - 5.a) Please report any issues to the equipment to the President. Be as detailed and complete as possible.
  - 5.b) Please do not attempt repairs on equipment yourself.
  - 5.c) Unreported damage subsequently discovered will result in not being able to borrow equipment in the future.
  - 5.d) Unreported damage and/or late return of equipment result in not being able to borrow equipment in the future.

## **03: SIGNING OUT EQUIPMENT**

- 03.01: 1) All equipment can be signed out for a maximum of one (1) week, unless the council has obtained special permission from council.

### **03.02: Reservations**

- 03.02: 1) Reservations can be made to the Secretary.
- 03.02: 2) Reservations must be made in person and not on the telephone or by email.
- 03.02: 3) Reservations may extend no further than 2 weeks from the current day.
- 03.02: 4) Consecutive periods may not be reserved under the same name.
- 03.02: 5) Reservations may not be extended.