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## Zentrale Ausleihe/ Lending Center: Lending conditions

**Booking rental equipment:** [www.hgb-leipzig.de/avldata/](http://www.hgb-leipzig.de/avldata/)  
**Enquiries:** [ausleihe@hgb-leipzig.de](mailto:ausleihe@hgb-leipzig.de) or phone 0341-2135-160

**By signing the loan form, you agree to the loan conditions of the terms of use.**

**Opening hours:** Tue, Wed, Thu: Return 9:30-11:30 a.m., lending 12-14 p.m. (deviating during lecture-free periods)

### LENDING:

- The person borrowing the equipment is obliged to handle the equipment, accessories and systems properly and with care.
- The person borrowing the equipment must pick up the equipment and accessories in person at the central lending desk.
- On receipt, users must check the loaned equipment for damage and are obliged to report this to the team.
- If no such report is made, it is assumed that the user has received the equipment and accessories in undamaged condition.
- Users are responsible for the equipment and accessories from the time they collect them until they return them.

### RETURN:

- Return in person and on time, by 11.30 a.m. at the latest on the day of return.
- Delayed return: Yellow card (warning for 6 months\*). In the event of a further offence within the warning period: red card (loan ban for 6 months\*\*).
- No handing over of borrowed equipment to each other. In case of non-compliance: Yellow card\*
- Any damage must be reported to the team upon return. In case of non-compliance: red card\*\*

### GENERAL:

- Respectful behaviour is mandatory. In case of non-compliance: Yellow card\*. No loan in case of inappropriate behaviour.
- Pick-up and return only possible in person (except with prior written consent of the team)
- Lending only for HGB members (no lending to alumni or external persons)
- In the case of illness, arrange a new return date immediately or organise the return by another person after written agreement with the Central Lending Team.

### DEALING WITH DAMAGE:

- The user must provide replacement for lost, stolen or damaged equipment and accessories.
- We recommend insurance that pays the replacement value of the borrowed equipment in the case of damage/loss. (Normal liability insurance usually only pays the current value, i.e. the user has to pay the difference themselves)
- In case of theft of borrowed equipment and accessories, the borrower must immediately report the theft to the police and immediately submit a written report of the offence to the Central Lending Team.

#### \*Yellow card = 6 months warning:

- in the case of delayed, incomplete or improper return
- in the case of unauthorised handovers to one another
- in the case of other gross violations against the terms of use

#### \*\*Red card = 6-month ban on borrowing:

- in the event of another delayed, incomplete or improper return during the warning period
- in the event of other gross violations of the terms of use

**+++ Rückgabezeiten 9:30 bis 11:30 Uhr einhalten! +++**

**+++ Di, Mi, Do +++**

