

H G B

Zentrale Ausleihe/ Central Equipment Loan: Borrowing conditions

Please make your rental equipment booking via www.hgb-leipzig.de/avldata/

Inquiries and emails to ausleihe@hgb-leipzig.de

By signing the loan slip you agree to the loan conditions.

Opening hours Tue, Wed, Thu: Return 9:30 - 11:30 a.m., loan 12 - 2 p.m. (lecture-free periods: Mon+Wed).

RENTAL:

- Borrowers must check the rental equipment and accessories for completeness, function and damage upon collection.
- Immediately report any damage/defects to the lending team and note them down. Otherwise Red Card**
- otherwise it is assumed that the borrower has received the device in an undamaged condition
- borrowers are liable for loss and damage from the time it is picked up until it is returned
- Rental equipment may not be passed on to third parties, nor rented or sold.

RETURN:

- Return the equipment on time, no later than 11:30 a.m. on the return day. Failure to do so: Yellow Card*
- Return is only possible in person.
- no handovers between each other!!! If non-compliance: Yellow Card*
- when returning: Unpack the device, connect it to see if it works/has any damage, pack it up, return it.
- Immediately report any damage/defects to the lending team and note them down. Otherwise Red Card**
- unreported damage/loss will be billed to the last borrower

GENERALLY:

- Present a proof of liability insurance before the first rental (cover value of rental equipment at least €20,000)
- Rental is only for HGB students (no rental to alumni or external persons)
- If you are ill, immediately arrange a new return date by email. Medical certificate may be requested.

DEALING WITH DAMAGE:

- Borrowers must check the rental equipment and accessories for completeness, function and damage upon collection.
- Immediately report any damage/defects to the lending team and note them down. Otherwise Red Card**
- damage will be billed to the last person who borrowed it or to the insurance company.

*Yellow Card = warning for 6 months

- in case of late return
- in the event of unauthorized handovers to one another

**Red Card = loan ban for 6 months

- if the item is returned late again within the warning period
- if damage/loss is not reported

(This is the short version of the borrowing conditions, for the full version see the Zentrale Ausleihe)

+++ Keep return times **9:30 a.m. to 11:30 a.m.!** +++

+++ Tue, Wed, Thu +++