



PROP7.2. RESOURCE ROOM CONDITIONS OF BORROWING PROCEDURE

This Procedure is to be read in conjunction with PROP7.3. Resource Room Borrower Agreement.

The following conditions are to ensure the resources are kept in good order for all to benefit from and use in the future.

ALL RESOURCE ROOM BORROWERS PLEASE READ AND COMPLY

1. Each borrower is required to register with Far North REAP by signing the *PROP7.3. Resource Room Conditions of Borrowing Agreement*.
2. Borrowers should be affiliated to a relevant sector as stated on the accompanying agreement. Exceptions to this will be considered on a case by case basis and Far North REAP reserve the right to decline access to this service.
3. All resources will be issued through the Resource Coordinator or Front Desk Staff.
4. All resources must be returned within 5 weeks of issue. Requests for extensions of time must be by arrangement between the Resource Coordinator and the Borrower.
5. Lost or damaged resources will be charged for at replacement value.
6. All equipment must be cleaned before returning to Far North REAP.
7. Far North REAP accepts no responsibility for any injuries caused while using equipment and resources borrowed from our Resource Room.

Adopted by Far North REAP Management & Employees:	Date adopted: 24.9.07
Manager Signature: TM	Review date: 24.9.08
Responsibility for initiating the review:	Procedures sub-committee