

CAMPBELL RIVER AMATEUR RADIO SOCIETY MATERIAL LOAN CONDITIONS and FORM

Preamble.

This document governs the use by Campbell River Amateur Radio Society (CRARS) members of radio equipment, software, antennas, videos, books, manuals and any other materials that may be owned, leased or otherwise available through CRARS. Except as otherwise provided for in this document or as directed by CRARS executive, all CRARS members shall be bound by the following statements, rules and conditions.

The CRARS owns various materials. Materials are stored in the CRARS storage areas. Materials may be loaned to a CRARS member (borrower) who is in "good standing". Material loaned to a member on a long term basis is stored in the members' designated area. All materials and loans are appropriately recorded. Records are available for review by the CRARS members at any time.

Videos/CDs.

A borrowed video/CD shall be returned in the condition that it was loaned. The borrower shall rewind a loaned video before it is returned to the CRARS. The failure of a borrower to rewind the video upon return, and requiring CRARS to rewind the video may result in the CRARS assessing the borrower a service fee of \$5 per video. These fees will be deposited to CRARS general revenue.

Copyright.

The CRARS complies with all applicable copyright laws and guidelines. Members borrowing materials will act accordingly.

Material Availability.

The CRARS material is stored/located in various areas as listed on the Equipment Inventory List. The Equipment Inventory List is available to all members. Certain CRARS members have a key to designated building and storage areas. Currently these members are the President, Vice President and Emergency Coordinator. This ensures reasonable access to storage areas at all times. The CRARS monitors materials and manages loans. Except in emergencies, all material loan requests must be "via" a member in possession of club access keys "accessing person", (President, Vice-President and others as agreed).

Rules and Conditions.

- All CRARS material is loaned on a "first come first serve" basis.
- All borrowed equipment is assigned through a member in possession of club building access keys.
- The assigning member is responsible for ensuring borrowed items are returned.
- All borrowed material must be returned in the same condition as when borrowed.
- The borrower may be liable for the cost of repair or replacement of any damaged material, replacement cost is the deemed asset value as listed on the CRARS Equipment Inventory List..
- The CRARS executive shall review all material damage, the circumstances, etc. and shall determine and assess any appropriate charges for damaged material, and shall direct the Treasurer to bill the borrower for the cost to repair damaged material.
- The borrower shall pay the CRARS for damages to material within thirty days of the date billed.
- The CRARS shall assess a borrower a \$10.00 service charge for any dishonored check.
- A failure to pay for damages may result in the CRARS taking legal action to recover costs. In any event; the borrower shall have his membership reclassified to "not in good standing" and any CRARS rights revoked, until the bill is paid.
- All material is loaned on a "reasonable period" basis. Loans may be for an extended period as approved by the CRARS executive.
- All material loans are documented in writing on forms provided and maintained in the CRARS club room.

- The CRARS executive approves long term loan requests.
- A borrower may be allowed to use material for a reasonable period of time if there are no other CRARS members requesting to use the same material.
- The CRARS will not be responsible for any personal data or equipment lost, damaged or destroyed while using CRARS loaned equipment, manuals, software, etc.

Borrowing Procedure

Loan requests are documented on paper forms maintained in the CRARS club room.

A member wishing to borrow CRARS materials that are already on loan to another member, arranges directly with the other member. The "new acquiring" member should work with the "accessing person" to complete the form, documenting that he has taken the materials from the "giving up" member. It will be assumed the "new acquiring" member receives the materials in good working order, if this is not the case the "new acquiring" member will sort this out directly with the "giving up" member. When the materials are finally returned to CRARS, the last member to have the materials will be responsible for the condition of the materials.

A member wishing to borrow materials that is in CRARS storage, should work with "accessing person" to get the item(s) and complete the form.

Long term loan requests must be on the Loan Request form and be approved by the executive. A member requiring a long term loan should acquire the item and the "accessing person" should obtain executive approval.

A book maintained in the CRARS club room will contain a record all transactions.

LOAN REQUEST

I acknowledge that I understand and agree with the CRARS material loan conditions and request to borrow the following material:

Item 1: _____

Due date: _____ **Returned date:** _____

Item 2: _____

Due date: _____ **Returned date:** _____

Borrower Signature: _____ **Phone #** _____

Is this a long term loan request: No: _____

Yes: _____

Executive Approval: _____ **Date:** _____