**2.5.2.4 Equipment Bookings**

*Yoobee Colleges makes provision for every staff member and student at each campus to have access to use cameras and multi-media equipment (MME) for their programme work.*

Responsibilities

* The Receptionist and/or the designated “R unit” holder for equipment is responsible for maintaining the camera and MME Booking Sheets, and the readiness of equipment for student use.
* The Campus Administrator is responsible for the accuracy of the camera and MME Booking Sheets, and the overall condition of the equipment.

Procedures

* Students or staff requiring the use of the cameras or MME must book the equipment with reception staff or equipment person.
* The Booking Sheet must be signed and dated upon borrowing and returning the equipment.
* Upon return of the equipment, the Receptionist/ or the designated “R unit” holder must check that it is in full working order and the batteries are fully charged.
* If damage is caused by staff or students to the equipment they will be liable for the repair or replacement of the equipment.
* If the equipment is faulty the Receptionist/ or the designated “R unit” holder will liaise with the Campus Manager or equipment person for the equipment to be repaired or replaced.
* A quotation must be obtained from the repairer and it must be authorised by the Campus Manager before the equipment is repaired.

Supporting evidence

Booking Sheets for cameras and MME.

Student Handbook.

**Review Dates:** March 2019