

Lending Manifest

§1. Only students of the field of study Fine Arts, code UR605/UR606 and who have passed the equipment test for photo and/or video, are entitled to borrow and use the equipment. Students of the PhD in Practice and Master of Critical Studies students can also borrow equipment in the same order. Positive equipment test is required. Eligibility ends automatically upon graduation.

§2. The equipment is intended for study use only. Commercial use is not permitted.

§3. Media players, monitors, video projectors, event equipment, and the like are not part of the regular rental program and will not be loaned for exhibitions or personal use outside the premises of the Academy. Applies to students and faculty. These are used for exhibitions, diploma presentations, and projects organized or supervised by faculty.

§4. The equipment is not insured by the Academy. In case of damage, loss or theft, the equipment or borrowed part must be replaced. This includes, but is not limited to, rechargeable batteries, batteries and memory cards. In the interest of lending, equipment insurance may be a requirement of the loan for larger projects.

§5. The equipment is the property of the Academy and may not be exported from Austria without prior agreement.

§6. The usual loan period is 7 days. It can be extended upon request. All deadlines must be strictly adhered to. Longer or project-related special arrangements are only possible after consultation.

§7. The return of the equipment is Monday and Thursday from 9.00 a.m. to 12.00 p.m., the collection is Monday and Thursday from 1:00 p.m. to 3:30 p.m., except during the semester break.

§8. If the loan period is exceeded, a daily fee of 20,00 may be charged; if the loan period is in case of repeated exceeding of the time limit, the person can be excluded from the rental at the discretion of the lender. The exclusion can also take place if the regulations have been seriously violated. If equipment is repeatedly reserved and not collected or cancelled, the person may be suspended from the rental for an indefinite period of time.

§9. In the best interest of the College, equipment may be recalled from students at an early date or not be issued.

§10. Passing on to third parties (also to "authorized persons" according to point 1) is not permitted.

§11. Memory cards are to be formatted in the devices and rechargeable batteries are to be returned fully charged. For the operation, accumulators, batteries, memory cards, lamps, etc., if not provided are to provide byself.

§12. The use of the equipment is at your own risk. Corresponding warnings acc. Operating instructions or the legal regulations are to be adhered to. Special care is required with open electrical components (e.g.: plugs, switches, cables, etc.). Broken or damaged devices must be returned immediately. Do not carry out repairs yourself!

§13. Any defects, deficiencies or damage must be reported immediately.

Institute of Fine Arts, Vienna, on 20.12.2022