

Lending Regulations LinA-Lab

1. General

All employees and students of the University of Lüneburg are entitled to borrow equipment. Equipment and other materials can only be borrowed for teaching and research purposes. Students need a loan contract signed by an instructor/teacher to borrow equipment. It is not permitted to pass on any borrowed items to third parties. When using USB-sticks with software, it is not permitted to move the software to your own devices or copy it, it has to remain on the stick at all times. Only the self-created projects may be saved locally.

2. Opening hours

For opening hours during the semester, see <https://www.leuphana.de/institute/ies/lina-lab/oeffnungszeiten.html>.

During the semester break, the LinA-Lab is only open by appointment.

3. Loan periods

The loan period for equipment and materials including software sticks is four weeks. A one-time extension is possible after consultation. The LinA-Lab reserves the right to reclaim borrowed items prematurely in urgent emergencies.

4. Unit collection

When collecting the equipment, the following must be presented:

- The printed form "Loan of equipment and other materials from the LinA-Lab", signed by an university instructor/teacher. It is available on the LinA-Lab website (<https://www.leuphana.de/institute/ies/lina-lab/ausleihe.html>).
- 20 Euros (+ 10 € for each additional resource) as a deposit, which will be returned upon return.

Transport and use of the equipment is subject to the duty of care of the borrowing person. In the event of damage or loss, the borrowing person shall be liable for repair or replacement.

5. Exceeding the deadline and overdue fines

If the return date is exceeded, a reminder fee of 5 Euros per month will be charged, which is to be paid immediately upon the late return or deducted from the deposit.