

# Borrowing Regulations LinA-Lab

## 1. General

All employees and students of the University of Lüneburg are entitled to borrow devices and other materials from the LinA-Lab for study and/or research purposes. To borrow material, students need a LinA-Lab borrowing contract signed by a teacher. Transfer to third parties is prohibited.

## 2. Opening Hours

For the opening hours in the semester, please check the LinA Lab homepage: [www.leuphana.de/no\\_cache/en/institutes/ies/lina-lab/borrowing/opening-hours.html](http://www.leuphana.de/no_cache/en/institutes/ies/lina-lab/borrowing/opening-hours.html)

In the semester break, opening hours are made by appointment.

## 3. Borrowing Periods

The borrowing period for all devices and materials including software sticks is four weeks. A one-time extension of two weeks is possible after consultation.

The LinA-Lab reserves the right to call back borrowed items before the end of the agreed borrowing period in case of necessity.

## 4. Pick-Up

When picking up the items, please submit the following:

- LinA-Lab borrowing form in duplicate signed by a member of the teaching staff (to be downloaded and printed from our website [www.leuphana.de/en/institutes/ies/lina-lab/borrowing.html](http://www.leuphana.de/en/institutes/ies/lina-lab/borrowing.html)).
- 20 Euro as deposit (please no 50 Euro notes!). These will be refunded upon return of the item(s).

Please note, that it is not possible to borrow f4 transcript and f4 analyse at the same time. If both should be needed, they can be borrowed successively.

The borrower is responsible for transportation and use of the devices and software and shall be liable for repair or renewed purchase.

## 5. Exceeding the Deadline, Overdue Fines

In cases where the borrowing period is exceeded, a fine of 5 Euro per device and week will be charged. The fine is payable on the day of return or will be subtracted from the deposit.

In case of repeated overdue returns or if the borrowing period is exceeded by more than 14 days without written permission from the LinA-Lab, a borrowing ban will be imposed for three months.