



# Equipment lending - lending regulations

(updated 04/03/2025)

## 1. general information

All employees and students of Leuphana University Lüneburg who have a library card for borrowing equipment are entitled to borrow equipment. This is issued free of charge at the circulation desk during opening hours. Equipment can only be borrowed for teaching and research purposes. Passing on equipment to third parties is not permitted.

## 2. opening hours

In the semester

**Monday - Thursday**                      **09:00 - 16:00**

**Friday**                                        **09:00 - 13:00**

During the lecture-free period

**Monday - Friday**                        **10:00 - 13:00**

## 3. device pre-orders

These can take place:

In person, by telephone or by e-mail during official opening hours.

**Location:**                      **C7.115**

**Phone:**                        **04131 677-1342**

**Mail:**                            [geraete@leuphana.de](mailto:geraete@leuphana.de)

For special counselling needs or in urgent cases, also contact the

**AVM service**                      [avm-service@leuphana.de](mailto:avm-service@leuphana.de)

**Phone: 04131.677-1302**

Please note: We recommend that all users order equipment in advance during the semester, as there may be shortages of projectors, laptops and cameras, among other things.

## 4. loan periods

The loan period for most devices is 7 days. With one exception, the period can be extended once by 7 days.

## 5. device collection

The following must be presented when collecting the appliances:

- The equipment lending card
- The loan agreement signed by the lecturer, which can be obtained when making a reservation at the equipment lending desk, or printed out independently for online pre-orders.
- For certain device groups, such as PC accessories (adapters, etc.), the lecturer's signature is not required.

Please be prepared for certain waiting times, as the completeness of the equipment must be checked when it is issued or returned. In your own interest, please ensure that all accessories issued are present when you return them in order to avoid complaints at a later date.

Transport and use of the equipment is subject to the borrower's duty of care. In the event of grossly negligent handling of the equipment (damage or loss), we reserve the right to take recourse.

## 6. device return

In order to ensure the smooth handover of the equipment to subsequent users, the specified return time must be adhered to. Employees must be informed immediately of any malfunctions or damage to the devices. Personal data, online accounts or similar information must be removed from the devices before they are returned. The AVM-Service accepts no responsibility for backing up or protecting this data.



### 7. missed deadlines and reminder fees

If the return date is exceeded, a reminder fee will be charged per device and day, which must be paid immediately upon late return. Repeated late returns may result in a ban on borrowing. The reminder fees are made up as follows:

**Reminder fee for main devices** (e.g. laptops, projectors,  
Recording devices, camcorders, cameras, etc.) Per device/day: **2€**

**Reminder fee for accessories with ID number** (e.g. microphones,  
Headphones, adapters, tripods, PC accessories, lenses, etc.) Per part/day: **1€**

Payment of reminder fees:

The following applies to students: reminder fees must be paid with the Leuphana Card. We can only accept cash payments for university staff and lecturers.