



Geräteausleihe – Lending Regulations
(Updated 18.03.2024)

1. General

All employees and students with a valid User-ID are entitled to borrow equipment. A User-ID can only be issued during opening hours. Devices can only be borrowed for teaching and research purposes. Passing on the devices to a third party is not permitted.

2. Opening hour

In Term

Monday – Thursday 08:00am – 04:00 pm
Friday 08:00am – 01:00 pm

Term break

Monday - Friday 10:00am – 01:00pm

3. Pre-order

Pre-orders can be made:
in person, by phone or by e-mail during opening hours.

location: C7.115
phone: 04131 677-1342
e-mail: geraete@leuphana.de

In special or urgent cases:

AVM-Service avm-service@leuphana.de phone: 04131 677-1302

Note: We recommend all users to pre-order needed devices early in the term as there may be shortages of projectors, laptops, audio recording equipment and transcription devices, among other things.

4. Lending period

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

5. Picking up devices

When picking up devices you will need:

- Your user-ID
- Lending permission signed by lecturer or supervisor



- For certain devices (E.g. adapter, power supplies) there is no permission necessary.

Please be prepared for waiting time, as all device-sets are checked for completeness when issued and returned. Make sure to check your device-set beforehand to eliminate subsequent complaints.

Transport and usage of devices are in the borrowing persons responsibility. In case of neglect handling of devices (damage or loss), we reserve the right to claim recourse.

6. Return devices

To ensure smooth transfer of devices to subsequent users, it is essential to adhere to the specific return time. Malfunctions and damage to the equipment must be reported to the staff immediately.

7. Missed deadlines and overdue fine

If the return date is exceeded, an overdue fine will be charged per device and day, which must be paid immediately upon the late return. In case of repeated missed deadlines, a loan suspension may be imposed. The overdue fines are composed of the following measures:

Overdue fine of main devices (E.g. laptops, projectors, audio recording equipment, video cameras, ...) per device/day: **2€**

Overdue fine of additional equipment with ID (E.g. microphones, headphones, tripods, ...) per device/day: **1€**

Payment of overdue fines:

For students, overdue fines must be paid with the Leuphana Card. We can only accept cash payments for employees of the university and lecturers.