

Loan Manifest

§1. Only students enrolled on the Fine Art programme (code UR605/UR606) who have successfully passed the equipment test for photography and/or video are authorised to borrow and use the equipment. Students on the PhD in Practice and Master of Critical Arts programmes may also borrow equipment on a priority basis. Passing the equipment test is a prerequisite. This entitlement ends automatically upon completion of the final examination.

§2. The equipment is intended solely for academic purposes. Commercial use is not permitted.

§3. Media players, monitors, video projectors, event technology and similar items are not part of the regular loan scheme and are not loaned out for exhibitions or personal use outside the Academy's premises. This applies to students and teaching staff. This equipment is used for exhibitions, final-year project presentations and projects organised or supervised by teaching staff.

§4. The equipment is not insured by the Academy. In the event of damage, loss or theft, the equipment or borrowed item must be replaced. This also includes, amongst other things, rechargeable batteries, disposable batteries and memory cards. In the interests of the lending scheme, equipment insurance may be a prerequisite for borrowing in the case of larger projects. Certain items of equipment are fitted with a GPS tracker, and borrowers agree to this.

§5. The equipment is the property of the Academy and must not be taken out of Austria without prior agreement.

§6. The standard loan period is 7 days. It may be extended on request. All deadlines must be strictly adhered to. Longer loan periods or special arrangements relating to specific projects are only possible by prior agreement.

§7. Equipment must be returned on Mondays and Thursdays from 9.00 am to 12.00 noon; collection is on Mondays and Thursdays from 1.00 pm to 3.30 pm, except during the lecture-free period.

§8. If the loan period is exceeded, a daily charge of 20.00 may be levied; in the event of repeated breaches, the borrower may be excluded from the lending service at the lender's discretion. Exclusion may also occur if the regulations have been significantly breached. If equipment is repeatedly reserved but not collected or cancelled, the person may be barred from the lending service for an indefinite period.

§9. In the interests of the Academy, equipment may be recalled from students at an early stage or may not be issued.

§10. Transferring equipment to third parties (including 'authorised persons' as defined in point 1) is not permitted.

§11. Memory cards must be formatted whilst still in the equipment and rechargeable batteries must be returned fully charged. Rechargeable batteries, batteries, memory cards, lamps, etc., must be provided by the user, unless supplied by the Academy.

§12. Use of the equipment is at the user's own risk. Relevant warnings in accordance with user manuals or the relevant statutory regulations must be observed. Particular caution is required when dealing with exposed electrical components (e.g. plugs, switches, cables, etc.). Defective or damaged equipment must therefore be returned immediately. Do not carry out any repairs yourself!

§13. Any faults, defects or damage that occur must be reported immediately.

Institute of Fine Arts, Vienna, 15 October 2026