



## Rules for using UQ Warp It to Loan University owned goods

To make sure loans of equipment are efficient and safe, the following rules should be followed.

1. This site is for University-owned items only. Personal items cannot be listed for loan, nor can University-owned items be loaned for personal use.
2. It is recommended that the Claiming Party makes an appointment with the Contributing Party to view the goods before loaning them to ensure they are fit for purpose.
3. The Contributing Party must ensure that:
  - All items offered for exchange are described accurately and are in full working order.
  - A [PF306 Hazards in Laboratories form](#) is completed and attached to scientific equipment within a PC2 or PC3 Laboratory before it is uploaded for loan.
  - All advertisements for items offered for loan are authorised by the Contributing Party's Manager.
4. The Claiming Party acknowledges that:
  - Any equipment loaned is the responsibility of the Claiming Party while it is in their possession. The Claiming Party must take appropriate care to ensure the equipment is secure while it is in their possession.
  - It is responsible for collecting any loaned equipment at the start of the loan period and returning it to the Contributing Party at the expiry of the loan period.
  - It must ensure that the donated goods are safe and fit for their purpose. All electrical equipment must be electrically safe. Refer to the see the [Guideline for Purchase and Acquisition of Electrical Equipment at UQ](#).
  - It must not sell or part with possession or control of the equipment at any time during the period of loan.
  - It must not add to, alter, modify, adapt or interfere with in any way any item of equipment, nor will they allow any other party to do so.
  - It will notify the Contributing Party immediately should the equipment be stolen, lost or damaged in any way.
  - It has received the required authority from the Claiming Party's Manager.