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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Item & Description** | **Owner** | **Location** | **Docs** | **Photos ok?** | **Supervision** | **Restrictions** | **Year groups** | **Loan time** | **Inventory** |
| Lego Robots and Invention kit | Anna | M3-32 | N | Y | N | N | All | No limit | Online checklist |
| Lego Mindstorms kit | Anna | M3-32 | N | Y | N | N | All | No limit | Online checklist |
| Lego education kit x2 | Anna | M3-32 | N | Y | N | N | All | No limit | Online checklist |
| Box of loose Lego parts | Anna | M3-32 | N | Y | N | N | All | No limit | Online checklist |
| Monotron and connector – makes sounds.. | Anna | M3-32 | Doc to record why they need to borrow it | Y | N | All must make contact to borrow | 3rd & above + staff | Max month but can renew | Online checklist |
| Planning Poker Cards | Anna | M3-32 | N | Y | N | N | All | No limit | Online checklist |
| Raspberry Pi and connectors | Michael | M3-35 | N | Y | N | Must have consultation to discuss reason for borrowing | 3rd & above + staff | Determined at consultation | Online checklist |
| EEG Headset  Emotive x2 + Electrode sensors x16, charging cable, Bluetooth connector | Caroline | M3-34 | Need doc drawn up | Y | Y | Make request, approve request, revise date | 3rd & above + staff | Supervised only | Checklist – staff to sign off |
| EEG Headset Biosemtic + Electrode sensors x16, charging cable, Bluetooth connector | Caroline | M3-34 | Need doc drawn up | Y | Y | Make request, approve request, revise date | 3rd & above + staff | Supervised only | Checklist – staff to sign off |
| H4Next Zoom Audio Recorder x2 + SD card, windscreen, instruction manual, USB power adapter, AC adapter, handle, case, remote control | Ian | M3-29 | 1 doc to cover all of Ian’s equipment | Y | N | Computing or Sports dept | 3rd yr and above + staff | 1 week renewable | Online Checklist |
| Romet electronic larynx + charger, battery, oral adapter with 5 straws, CD, case/pouch 2 straps | Ian | M3-29 | As above | Y | N | Medway only | PHD or staff only | 1 month –no renew | Online checklist |
| Intel Galileo gen2 board | Ian | M3-29 | As above | Y | N | Staff only – email to confirm loan ok | Staff only | 3 month no-renew | Online checklist |
| Intel Edison & Arduino expansion board | Ian | M3-29 | As above | Y | N | Staff only – email to confirm loan ok | Staff only | 3 month no-renew | Online checklist |
| Intellectual hub room | Ian |  | As above | Y | N | For co600 groups can have multiple people booked at one time. A priority booking system meaning that people can be removed from a booking at any time to re-claim room for higher priority user. | Anyone but – will require email confirmation and anybody could be kicked out at any time if another user has higher priority | n/a | n/Book |
| Books | Matteo | M3-2? | Simple doc explaining if you ruin the book you replace it | Y | N | Must know where book is at all times so if he needs to borrow the book he can for research purposes | Staff and PhD only | Week to a month | Must be done in person |
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