What items are you willing to lend?

Are there any specific restrictions you want to impose on the borrowing of your items?

Which students /staff /faculties are you willing to lend to?

Y1 Y2 Y3 PostGrad Staff Other faculties

Are you happy for them to be photographed for the catalogue? Y N

Where are/is the item(s) stored?

Is there a document you wish to have signed before a person can borrow?

Y – have a doc already Y-need a doc drawn up N

How would you like to perform inventory for the item?

Manual Checklist to be added to docs about item

Online checklist

Do you want the final say in who borrows, or can the item just be booked?

Yes – I need to confirm No-just book it

How long is the item to be lent to an individual at one time?

Days?

1 2 3 4 5 6 7

Weeks?

Do you need to supervise borrowing time for a specific item? (this means making a mutually agreeable appointment to borrow)

For the items you want to lend can you give us a breakdown of what they are? (this way we can differentiate models and write brief descriptions of them) - and what they might be used for…

Thank you