

## TVERC equipment and book loans

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TVERC has a collection of equipment that is available to recorders and groups for use. There is also a reference library that includes field guides, books and maps for use in biological recording.

Preference will be given to individuals or recorders who are using the equipment or books to gather data that will be sent to TVERC.

As some of the equipment is expensive, a deposit of £20 is required to borrow any one piece. For books, a deposit may also be required, depending on the value of the book. You will be asked to sign a form when you hand over the deposit.

The resources should not be treated as personal equipment or used for non-recording related purposes.

The condition of the equipment will be noted and any peripherals such as cables, probes, batteries, etc. will be listed.

If equipment or books are returned damaged or the condition of the item is not suitable for re-use, the borrower assumes full financial liability to either repair or replace the equipment to its original condition (at TVERC's discretion). In the event that the equipment is lost, stolen or irretrievable, the borrower assumes full financial responsibility to cover the insurance deductible or replacement of the equipment.

Although every effort should be made to return items in the same condition as when they were checked out, general wear and tear is taken into account. TVERC retains the right to charge for time spent cleaning or repairing returned items if needed. TVERC cannot be responsible for any transport or postage costs associated with sending or receiving any loaned equipment or books.

If the equipment is late, the following protocol will be followed:

1. A reminder email sent 2 days after the scheduled return date notifying the borrower that their equipment is overdue.
2. If the equipment is not returned, the deposit will be withheld until equipment is returned or replacement value is given to TVERC.

Equipment should only be used in appropriate conditions and in accordance with any safety advice and instructions provided. Equipment must not be used if damaged or faulty and such issues should be reported back to TVERC immediately.

Loaned books and equipment must:

- be used for positive biodiversity benefit in conservation, research or education
- be used for non-commercial purposes only
- only be used by the borrower specified in the loan form
- be used in accordance with current legislation and best practice

It is assumed that the borrower will ensure that any necessary licences have been obtained from Natural England and that the landowner is informed and has given permission for biological records to be collected. TVERC cannot be held responsible for legal action against individuals or groups borrowing equipment or books from us.

If it has been agreed that records will be sent to TVERC, they must be provided by the date agreed on the form.

TVERC reserves the right to limit the use of specific equipment depending on past borrowing.

**Contact**

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