



Regulations and conditions for equipment/materials loans

1. All equipment/materials/instruments must be returned to the RAI Laboratories within 2 weeks after the day upon which it was borrowed.
2. Loans may be renewed, provided that no one else has lodged a request for the item. Borrowers are advised to renew their loan items at least one working day before the due date.
3. During the renewal period(s), all items are subject to recall at any time. Upon recall, the due date for the item concerned will be shortened. A recall notice displaying the revised due date will be sent to the borrowers via email or call, and items shall be returned on or before the revised due date.
4. Borrowers are advised to check for any defect or damage to equipment/material before checking out and should be reported to the staff immediately when it is noticed, and items may not be borrowed.
5. The borrower accepts complete financial responsibility for the items borrowed. The borrower will reimburse RAI Laboratories for the repair or replacement costs for the equipment/materials if lost, stolen, or damaged.
6. The staff shall have the discretion to make special rules on borrowing as deemed appropriate for the proper management of the Laboratories.