

CHRISTMAS/NEW YEAR HOLIDAY
LONG LOAN EQUIPMENT REQUEST

Equipment is only available to students who provide **legitimate academic grounds** for resource access (requirements will be checked with academic staff).

Collections: Between Monday 15th December and Thursday 18th December **ONLY**

Returns: Monday 5th January onwards.

All loans **must** be returned by **Friday 9th January.**

Equipment bookings will be reserved by Stores staff on a first come, first served basis.

Requests need to be made **at least 48 hours in advance** of collection. SiSo will be shut down over the Christmas period to prevent any unnecessary bookings being made during closure.

NAME:	
COURSE & LEVEL:	
ACADEMIC STAFF MEMBER: (That knows of your need for equipment over Christmas)	
TELEPHONE NUMBER:	
UNIVERSITY EMAIL ADDRESS:	

COLLECTION DATE:		COLLECTION TIME:	
RETURN DATE:		RETURN TIME:	

EQUIPMENT REQUIRED
(Please list in full to ensure your equipment is correctly booked):

REASON FOR LONG LOAN (Please provide an explanation of why a long loan is required – when you are filming/photographing/recording etc):
LOCATION(s) WHERE YOU WILL BE COMPLETING THIS COURSEWORK:

PLEASE READ THE BOOKING NOTES. IF YOU DO NOT PROVIDE THE REQUESTED INFORMATION YOUR BOOKINGS WILL NOT BE MADE.

BOOKING NOTES

- Requests need to be made 2 working days in advance (48hrs).
- Requests will be processed in the order they are received.
- You are advised to check your SiSo account a few days after your request to check if it has been granted – if not there may be a problem with the information and you need to report back to the stores.

PLEASE RETURN YOUR COMPLETED FORM TO STORES VIA E-MAIL.

resourcecentre@staffs.ac.uk

<i>STORES USE ONLY</i>		
<i>DATE RECEIVED</i>	<i>RECEIVED BY</i>	<i>APPROVED BY</i>