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Office/department responsible: School of Design and Media

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

TKH Media Loan Shop Policy

Policy Statement/Purpose:

This policy is to explain the purpose and put clear guidelines on the use of the Media Loan Shop (MLS)

Who Needs to Know This Policy

All TKH community

Supporting Department

Responsible University Official: Amr Tarek – Media Loan Shop Officer

For any questions, please send an email to: amr.tarek@tkh.edu.eg

Policy/Procedures:

General Guidelines

The Knowledge Hub's Media Loan Shop (MLS) offers specialized equipment for both students and staff, with equipment ranging from the most basic equipment to highly professional ones, where staff is present to give technical advice and instructions.

1. TKH provides students and staff with equipment to be used for projects and other academic activities free of charge.
2. Equipment is loaned on a project-based priority, and the loaning duration is determined by the module leader.
3. Borrower is allowed to borrow multiple equipment at the same time, as the project requires, with the module leader's approval.
4. Borrower must present a valid TKH ID.
5. Borrower should return the equipment on time and in the same condition, or she/he will be charged for repairing or replacing it.
6. All inquiries are received via email only.
7. MLS equipment are loaned for academic purposes only.



Procedure

1. MLS officer will confirm the availability of the equipment requested by the borrower
2. Borrower will fill in the MLS request form, have it signed by the module leader, provide a copy of her/his TKH ID to be attached to the form and submit them to the MLS officer.
3. MLS officer will explain the usage and functionality of the equipment.
4. Borrowers who need to use the equipment beyond the due date can request a loan duration extension by email to the module leader and the MLS officer. If the borrowing period is exceeded, borrowers are reminded via email. The borrower may be subject to penalties including denying his privilege of further loans.
5. Upon returning the equipment, the MLS officer will check if there is any damage and sign receipt on the MLS request form with no damage.
6. In case of any damages/loss, the MLS officer will notify the borrower and will write a note on the MLS request form describing the damage and the estimated repair/replacement cost.
7. The MLS officer then contacts the guarantee/manufacturing company to know the exact cost, and report to the finance department, who will add the charges to the borrower account.

*****Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for workflow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		