



RESOURCE CENTRE LOAN POLICY

Equipment must be picked up and returned to Blanicka reception during opening hours of the Resource centre only

Monday - Friday

10 a.m. - 3 p.m.

To check out equipment you must show your student ID and sign the loan form.

Equipment must be maintained in good working condition. You are responsible for the replacement cost if any equipment gets damaged, lost or stolen. You will inform the Resource Centre manager Pavel Suchanek (pavel@praguecollege.cz) of any problems or malfunction that might occur during use.

The lighting kit, Canon 5D, and the green screen cannot be checked out to students without proper training. Group training is provided twice a year by George Allen (Head of School of Art & Design) during the open photography workshops. If you like to be trained, please sign up for the workshops at the appropriate times, or contact Pavel.

Equipment can be loaned out for a maximum period of 3 days. This time limit may be shortened according to school, lecturer, or class need.

Late returns will be fined according to Prague College penalty policies .

- » 100 CZK for each day overdue
- » 1000 CZK for one week overdue
- » The cost of equipment for 2 weeks overdue