

**NATURAL ENVIRONMENT RESEARCH COUNCIL
NERC SCIENTIFIC SERVICES
FIELD SPECTROSCOPY FACILITY**

CONDITIONS OF LOAN

- 1) Council reserve the right to withdraw FSF equipment should exceptional circumstances require this.
- 2) Borrowers must be able to demonstrate their ability to carry out operational procedures and simple checks on the equipment to be loaned. Training will be necessary for new users of the equipment and will be given over a half-day or day at the time of equipment collection.
- 3) With respect to all loans of equipment for non-commercial work, borrowers are required to sign a form on which their institution acknowledges receipt of the equipment in good condition and agrees to exercise due care and attention with its transportation, deployment and operation. The form notifies borrowers of the full replacement value of the equipment in their charge. Borrowers must notify the Facility Manager immediately of any loss or damage occurring to the equipment whilst it is in their charge. Borrowers must also notify the Facility Manager before carrying out any modifications or repairs to instruments in their charge. In the case of theft, borrowers are to notify the local police and append a copy of their report to the Instrument Performance Report (see point 9 below). In cases where equipment is either damaged or lost, the borrower will be required to provide a 'damage/loss' report which will be considered by the FSF Steering Committee. If, after due consideration, the Steering Committee conclude that the loss or damage was foreseeable and that no reasonable action was taken to reduce the risk, or that gross negligence was suspected, future equipment loans may be withheld. The NERC reserve the right to take appropriate action where gross negligence has led to major equipment loss.
- 4) The same conditions apply to loss, damage or theft of the Underwater Housing as for all other equipment.
- 5) With respect to all equipment loans for commercial work, the FSF Steering Committee reserves the right to require the borrower to sign a form on which their institution agrees to indemnify Council to the full amount of any loss or damage to the equipment arising from any cause whatsoever (deterioration through normal wear and tear excepted). In such cases the borrower will be notified of the full replacement value of the equipment listed on the loan agreement form.
- 6) Borrowers must advise the FSF at the earliest opportunity should any doubt arise about the return of the equipment in good working order at the end of the loan period.
- 7) All borrowers are responsible for collection from and return to the FSF of all equipment borrowed. If, on agreement with staff in the Facility, a courier firm is to be used, organisation and payment are the responsibility of the user.
- 8) In the case of overseas loans, the borrower is responsible for arranging temporary transport or transit of equipment to or through all countries, and for associated charges. The borrower is also responsible for fulfilling HM Customs and Excise requirements for prompt exit and re-entry of equipment to the UK. The FSF will provide advice, but the responsibility lies with the borrower who must satisfy the Facility Manager that all the necessary documents have been obtained.
- 9) Borrowers are required to complete an Instrument Performance Report form upon completion of all loans. An account of any repairs undertaken must be provided.
- 10) Within 3 months of the final loan borrowers are required to provide a short report to the FSF detailing the results of the project in relation to the objectives.**

- 11) It is a condition of loan that all applicants are expected to present the results of their research at the FSF Users meeting, and all publications arising as a direct result of your loan should fully acknowledge the support of the facility. It is suggested that the following wording or similar be used. " ... (user name) ... gratefully acknowledges the loan of equipment to carry out this research from the Natural Environment Research Council Field Spectroscopy Facility. Where appropriate co-authorship with FSF staff should be sought. All reports and publications resulting from the loan should be forwarded to the FSF. Failure to do so may jeopardise future loans.