Policy – Borrowing of Resources

Introduction

Whittlesea U3A Inc. has continued to invest in the purchase of resources (*refer to Appendix for full meaning of this word*) for its members and it is important that these are accounted for at all times.

Purpose

The purpose of this policy is to document the process for the borrowing of Whittlesea U3A Inc. resources and is subject to change with consultation of Whittlesea U3A President and Committee of Management.

Policy

This policy applies to all resources which are the property of Whittlesea U3A Inc.

Procedures

1. Whittlesea U3A will remain the owner of all resources purchased with its funds.
2. Whittlesea U3A Inc. will allow some resources to be borrowed by members for the purpose of conducting classes successfully and for general interest.
3. Whittlesea U3A Inc. requires that when items are borrowed they need to be signed for, both at the time of borrowing and returning.
4. Whittlesea U3A Inc. requires that when a tutor is providing the resource for loan to a member of the class some sort of borrowing system is developed that will ensure the item is accounted for at all times. It is up to the discretion of the tutor whether materials used by the class are borrowed.
5. This borrowing system needs to show:
    - The item borrowed and the cost, if available, in case of loss or damage
    - Who is borrowing the item
    - The date the item was borrowed
    - The date the item was returned
    - A signature from the member borrowing the item
6. Whittlesea U3A Inc. requires that resources borrowed need to have a specific borrowing period and this will be determined by the tutor, class and item borrowed.
7. In order to ensure equity in the distribution of resources only items that are not needed by another member can be re borrowed.
8. Whittlesea U3A requires that if the resource is lost or damaged it is the responsibility of the member who has borrowed the item to pay for its replacement. This is essential to ensure that the resources developed for Whittlesea U3A Inc. can grow and be available for all members.

9. Whittlesea U3A Inc. needs to reinforce the fact that resources borrowed by members are the responsibility of the borrower and cannot be leant out to others.

Responsibilities

1. Whittlesea U3A Inc.'s Committee of Management is responsible for:
    - developing and maintaining a record of all resources as part of asset register. This is to be completed by the secretary, treasurer and course coordinator.
    - purchasing resources to assist tutors in the development of classes
    - ensuring that resources are returned at the end of the appropriate lending period
2. Tutors/leaders are responsible for:
    - ensuring all resources are maintained in a suitable manner so that all members can benefit from their use.
    - maintaining an appropriate borrowing system for all resources

Authorisation

This Policy was reviewed by the Committee of Management of Whittlesea U3A Inc., and minuted as such, on 11th May 2026.

This policy will be published by the Committee of Management of Whittlesea U3A Inc. on its website within 4 weeks of the date of this authorisation.

Policy Review

This Policy will be reviewed at least annually or when circumstances change.

APPENDIX

Resources include:

- *teaching aids including reference books etc.;*
- *electronic equipment including laptops, tablets, projectors etc.;*
- *sporting equipment including bats, balls, cues etc.*
- *craft equipment including sewing machines, etc. and*
- *any other equipment purchased as part of Whittlesea U3A programs and classes*