



Royal Conservatoire
of Scotland

AV- AND INSTRUMENT STORE

WHAT IS THE AV- AND INSTRUMENT STORE, AND WHAT IS AVAILABLE?



CONTACT DETAILS:

- EMAIL: **AVSUPPORT@RCS.AC.UK**
- PHONE: **0141-270 8209**
- ROOM: **1.70**



CREATING AN ACCOUNT

YOU WILL NEED:

- **VALID, LEDGIBLE MATRICULATION CARD**
- **RCS EMAIL ADDRESS**
- **UK PHONE NUMBER**



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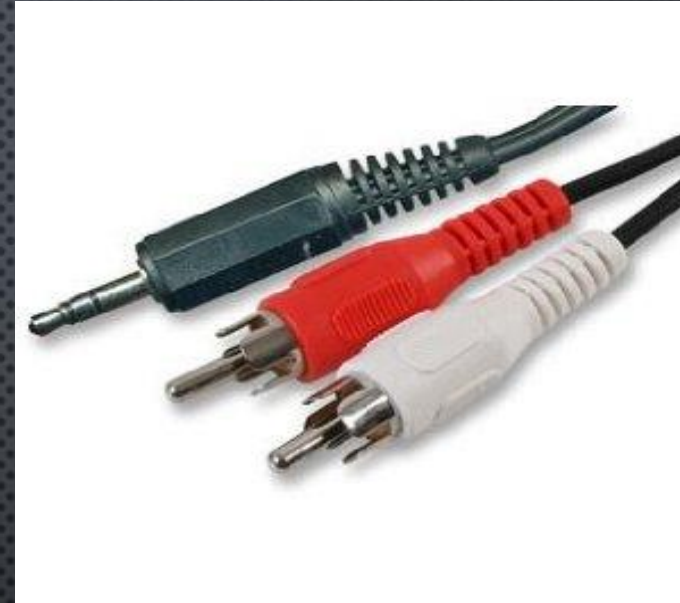
PROCEDURE FOR BOOKING AV EQUIPMENT

- MAKE YOUR BOOKING VIA EMAIL, PHONE OR POP IN TO THE STORE
- BOOKINGS ARE NORMALLY MADE FOR COLLECTION AFTER MIDDAY AND RETURNED BEFORE MIDDAY, UNLESS OTHERWISE AGREED
- THE AV STORE IS OPEN BETWEEN 9AM AND 5PM AND YOU **MUST** HAVE YOUR MATRICULATION CARD WITH YOU TO COLLECT.
- YOU **CANNOT** COLLECT SOMETHING ON BEHALF OF A FRIEND

PLEASE TREAT THE EQUIPMENT AS IF IT IS YOUR OWN.



“AUX” CABLES
£2



EARPLUGS
£10.00



INSURANCE



ALL EQUIPMENT AND INSTRUMENTS THAT LEAVE THE RCS BUILDING MUST HAVE INSURANCE

RCS COVER INSURANCE FOR:

- **ALL RCS RELATED ACTIVITY LIKE A CONCERT OR COURSEWORK**

STAFF AND STUDENTS MUST PAY FOR INSURANCE WHEN:

- **EQUIPMENT/INSTRUMENTS ARE LEAVING THE RCS BUILDING FOR ANY PERSONAL BUSINESS LIKE PRACTICING OR A PRIVATE PROJECT**

PROCEDURE FOR MUSICAL INSTRUMENTS

- COLLECT A “MUSICAL INSTRUMENT LOAN APPROVAL” FORM, FROM EITHER THE AV STORE OR THE AAS OFFICE
- COMPLETE FORM IN **FULL**. INCOMPLETE FORMS WILL NOT BE ACCEPTED.
- FORM MUST BE SIGNED BY THE HEAD OF DEPARTMENT TO APPROVE THE LOAN
- MAXIMUM LOAN DURATION IS FROM START TO FINISH OF ACADEMIC YEAR
- LOANS OVER SUMMER BREAK MUST BE APPROVED SEPARATELY
- INSURANCE MUST BE PAID FOR ALL INSTRUMENTS LEAVING RCS, UNLESS INSTRUMENT IS NEEDED FOR CONSERVATOIRE BUSINESS. FOR EXAMPLE AN RCS EXTERNAL CONCERT

WARNING

DEMERIT POINTS AND ACCOUNT SUSPENSION

- 2 DEMERIT POINTS FOR EVERY DAY THAT AN ITEM IS NOT RETURNED
- ONCE 6 POINTS HAS BEEN REACHED, THE ACCOUNT GETS SUSPENDED AUTOMATICALLY



REACTIVATION OF YOUR ACCOUNT

WILL COST YOU:

£20

EQUIVALENT TO:

- 25 x CANS OF BEER
- 4 x MCDONALDS MEALS
- 80 x CANS OF VALUE BAKED BEANS
- 4 x BOTTLES OF WINE
- 40 x ICE CREAM CONES



DON'T SAY YOU WEREN'T WARNED

ONCE YOU SIGN THE LOAN AGREEMENT, YOU ARE LIABLE FOR THE SAFETY, SECURITY AND RETURN OF THE EQUIPMENT

