

HGWS D Equipment Loan Policy

Highland Guild of Weavers, Spinners and Dyers has a range of spinning and weaving equipment. Some items have been purchased out of Guild funds; some have been donated. Spinning wheels and looms are expensive, and even small items like spindles are relatively expensive to replace. This policy sets out our revised measures for managing loans.

What the Guild Equipment is for

- For use during workshops/open days
- For demonstration at shows
- To allow members to try basic/essential equipment
- To allow members to try unusual equipment for experimenting

What equipment is available?

A list, with photographs, is on the website, hgwsd.co.uk/equipment/ and may also be downloaded as a pdf.

Rules for Hiring Guild Equipment

- You may borrow a piece of equipment for up to 3 months between September and June. We require all equipment to be returned by the June meeting, so that it can be checked over and so that it will be available for demonstrations at the summer shows.
- A piece of equipment may consist of several parts. You should check that all parts are there before signing it out, as you will be responsible for ensuring it is returned complete.
- If other members are waiting to try a piece of equipment you may only be able to borrow it for one month.
- The hire fee, to be paid in advance, is:
 - £5 per month for equipment valued at under £100
 - £10 per month for equipment valued at over £100
- A £50 deposit is required for any item valued at over £100. This deposit may be made by cheque or PayPal and will be refunded, as soon as the Treasurer is able to deal with it, when the item has been checked off. If any parts are missing, the cost of replacing them will be taken out of the deposit.
- To make it easier to ensure that all elements are returned together a photograph and list will accompany each piece of equipment which includes multiple parts.
- When you return a piece of equipment you should ensure that it is checked off by a member of the committee, and that you and they sign the loan form to confirm that it has been returned intact.
- Where there is a deposit to be returned, the committee member who checks off a returned item and countersigns the form will be responsible for ensuring the Treasurer is informed.