

<b>Equipment policy</b>	
<b>Authority</b>	<b>Content</b>
<p>Clauses 3 <i>Handweavers, Spinners and Dyers Guild of Tasmania Inc. Constitution of 2021</i></p> <p><i>Reviewed and Approved: August 2023</i></p>	<p><b>Introduction</b> The Handweavers, Spinners and Dyers Guild of Tasmania holds a store of equipment across a number of centres in the State. Equipment ranges from looms and spinning wheels to materials and items needed to mount displays, workshops and any other activities that furthers the aims of the Guild.</p> <p><b>Aims of the Equipment Store</b> The Guild maintains a store of equipment to:</p> <ul style="list-style-type: none"> <li>• promote the aims of the Guild</li> <li>• provide the means to demonstrate and teach skills and techniques to the public and members, and</li> <li>• provide opportunities to members to experience types of equipment prior to personal purchase.</li> </ul> <p><b>Eligibility for use of equipment</b></p> <ul style="list-style-type: none"> <li>• Use on Guild property: <ul style="list-style-type: none"> <li>○ Members and prospective members may use Guild equipment at Guild meetings or Guild sponsored events such as workshops.</li> <li>○ When attending a Guild workshop, participants will be able to take equipment used in the workshop home for a period of two weeks between and/or after the completion of the program to finalise their work. Such equipment will require a deposit to the Guild to ensure its return. After this period, normal hire fees will apply.</li> </ul> </li> <li>• Use in members' homes: <ul style="list-style-type: none"> <li>○ Except where equipment is borrowed as part of a Guild workshop, only financial Guild members may hire Guild equipment and take them to their homes.</li> <li>○ A membership period of 3 months may be imposed before a new member is permitted to hire an expensive piece of equipment. This requirement is left to the discretion of the Equipment Officer or responsible officer.</li> </ul> </li> <li>• Use in public or Guild sponsored events: <ul style="list-style-type: none"> <li>○ Any item of equipment can be used in a managed setting to support the aims of the Guild.</li> </ul> </li> </ul> <p><b>Hiring procedures</b></p> <ul style="list-style-type: none"> <li>• Members wishing to hire equipment to take home must: <ul style="list-style-type: none"> <li>○ have the item noted in an Equipment Hire Register including the date of hire, the expected date of return and the address at which the item will be housed</li> <li>○ pay the relevant hire fee in advance as per the table below to the Equipment Officer or responsible officer. Amount paid to be noted in the register</li> <li>○ sign and date the original hire entry in the register when the item is returned</li> </ul> </li> <li>• the following table indicates a range of hire fees approved by the Committee:</li> </ul>

SCHEDULE OF EQUIPMENT HIRE FEES	
Item type	Weekly Fee
<b>SPINNING</b>	
Spinning wheels Ashford	\$5.00
Spinning wheels Kiwi and Majacraft	\$6.00
Spindles, drop and supported	\$2.00
Carders	
Hand	\$5.00
Flick	\$2.00
Drum	\$5.00
Drum carder, Ashford	\$6.00
Niddy noddy	\$1.00
Swift	\$5.00
Ball winder	\$5.00
Lazy kate	\$5.00
Wool combs	\$5.00
<b>WEAVING</b>	
Looms floor	\$6.00
Looms table	\$5.00
Rigid Heddle and Knitters	\$5.00
Inkle	\$2.00
Tapestry	\$2.00
Warping board	\$5.00
Warping mill	\$5.00
Fringe twister	\$5.00
<b>OTHER ITEMS</b>	
Hat blocks, simple	\$5.00
Hat blocks, 4 piece	\$10.00
Dyeing equipment	Negotiated

- Fees charged equate to the value of the item but can be waived at any time at the discretion of the Equipment Officer or responsible officer within a group.

#### **Accountability**

- All members who hire equipment from the Guild equipment store are accountable for the item hired while it is in their possession. Losses can be recouped.
- An inventory of equipment held in the store is maintained by the Equipment Officer or responsible officer at each location.
- A stock take of equipment is undertaken annually in January and an up-to-date list is provided to the Treasurer to form part of the audited financial statements submitted to the Annual General Meeting in March each year.

#### **Insurance**

All equipment owned by the Guild is covered by Guild insurance. Once the equipment is taken into private homes it becomes the responsibility of the borrower.