

Loan Press Policy

The Print Council Aotearoa New Zealand (PCANZ) owns two portable intaglio printing presses (Loan Presses) for the purposes of promoting printmaking in education and supporting members in their printmaking endeavours. These Loan Presses are currently located in Auckland and Hawke's Bay and can be rented for limited periods of time depending on who the 'Borrower' is.

BORROWERS are classified into four Categories with different terms:

1. PCANZ Event Coordinators

The Borrower is a PCANZ member who is solely responsible for the Loan Press in their care and the Event is being attended by at least 80% PCANZ members. If less PCANZ members are expected then Category 3 below applies.

Rental:	\$50, Borrowers may apply for alternative arrangements by emailing the President and/ or Treasurer
Bond:	Nil
Rental period:	1 week, Borrowers may apply for alternative arrangements by emailing the President and/ or Treasurer
Insurance:	PCANZ may cover major losses and damage, see below for conditions

2. PCANZ members

The Borrower is a current member of PCANZ and will use the press for their own private use. If the Borrower wishes to use the Loan Press at a location (for demonstrations only), other than their own home/ studio this will be recorded as part of the rental agreement. Only the Borrower may operate the Loan Press in these situations, otherwise Categories 1 or 3 will apply.

Rental:	\$20 per week
Bond:	Nil
Rental period:	2 weeks
Insurance:	PCANZ may cover major losses and damage, see below for conditions

3. Educational members

The Borrower is an Educational Institution and current member of PCANZ, An Educational Institution is a place where people of different ages gain an education, including private and state primary – intermediate - secondary schools, private training establishments, institutes of technology and polytechnics, wananga, universities and workplace training.

Rental:	\$50 per week
Bond:	\$200
Rental period:	4 weeks
Insurance:	Borrower's responsibility

4. Press Coordinators *(where the Loan Presses are stored)*

The Press Coordinator is a current PCANZ member located in either Auckland or Hawke's Bay. They may use the Loan Press for their own printmaking at their own home/ studio, provided that this does not interfere with the renting of the Loan Press. The Press Coordinator is responsible for the loaning of the Loan Press and all that entails including the care and maintenance of the press. Press Coordinators are not responsible for the transportation of the Loan Press, this is the Borrowers responsibility in all situations unless mutually agreed in advance.

Rental:	No charge
Bond:	Nil
Rental period:	Indefinite, but the Loan Press must be available for rent as a first priority
Insurance:	PCANZ may cover major losses and damage, see below for conditions

LOAN CONDITIONS:

- ▶ All rental, bond and membership fees must be paid in advance and all categories of Borrowers will sign an appropriate contract before collection of the Loan Press. Any other arrangements require prior written approval from either the President or Treasurer.
- ▶ Borrowers are responsible for the Loan Press while it is in their care. All Loan Contracts are with individuals who are solely responsible for the Loan Press, therefore it is very important to always oversee the security, movement, placement and use of a Loan Press. Minor damage, cleaning fees, and replacement of Loan Press components will be oncharged if the Borrower does not take good care of the Loan Press. PCANZ will only cover loss or damage if the Borrower can prove they took reasonable care. Note the replacement cost for a Loan Press is \$4,000 and a woollen blanket \$100.