**Cononley Thermal Camera Procedure**

1.All administrators will have access to [cononleycamera@gmail.com](mailto:cononleycamera@gmail.com)

2. All administrators will have access to the camera loan spreadsheet (this can be found as an e-mail)

3. Any requests from Cononley residents to borrow the camera will be sent to [cononleycamera@gmail.com](mailto:cononleycamera@gmail.com) and recorded on the camera loan spreadsheet by the first administrator to see the message. That administrator will reply and advise of the process.

4. All information and loan form can be found on cononleyinstitute.co.uk/thermal-imaging

5. When a camera is available, it will be offered to the next person on the list. The administrator will contact the person, arrange a collection, ask them to complete the loan form, agree a return date, provide any necessary information, and update the spreadsheet. The best administrator to do this is the person holding the camera.

6. The person should contact [cononleycamera@gmail.com](mailto:cononleycamera@gmail.com) when they have finished and arrange to return it.

7. If the camera is not returned by the return date, an administrator should contact the borrower and ask for the camera to be returned or a time extension given and recorded on the spreadsheet.

8. When the camera is returned, please check it for damage and ask the borrower for any feedback about the scheme.

9. Enter the details on the spreadsheet and block out in grey.