

Guide to borrowing the Jigsaw Equipment Resource



The Jigsaw Equipment Resource can be borrowed free of charge by registered Jigsaw affiliated groups and Archaeology Action Groups (AAGs).

Groups and individuals borrowing equipment from the Jigsaw Equipment Resource are requested to:

- Collect equipment from and return to the Jigsaw Bar Hill office (15 Trafalgar Way), or occasionally from/to the Bourn Store, Bourn Airfield. We can give you directions.
- Return equipment by the date specified when it was taken out.
- Bring equipment back in the same condition it was in when it was taken out (reasonable wear and tear expected).
- Clean off excessive mud.
- Notify Jigsaw staff of all losses and damages. Failure to do so may impinge on your rights to borrow equipment in future, and you may be asked to pay for losses and damages.
- Create a Risk Assessment for your activities using Jigsaw equipment. We will need to have sight of this before you borrow the equipment. We have some pro formas: you are welcome to use and adapt these for your use.
- As part of being an affiliated group or AAG you are required to have insurance to cover your activities, including activities involving Jigsaw equipment.

Damages

If you lose or break objects, you may be asked to pay for damages or replace in kind. The cost would be the replacement/repair fee; you may be able to claim on your society's insurance for this.

If the geophysics equipment (value c. £15,000) is damaged or lost, you will be required either to pay the repair or replacement cost through your society's own insurance, or in exceptional circumstances you would be required to pay the minimum excess on Oxford Archaeology's insurance policy (£500).

The Jigsaw team reserve the right to prohibit groups and individuals from further loans if they do not treat equipment with reasonable care and respect.

Data from Geophysical Survey

Jigsaw staff will aim to process geophysical data within one month of the geophysics equipment being returned. In exceptional circumstances when processed data is urgently required (e.g. for a grant application), a month's notice advance of conducting the survey is required if processed data is required sooner than one month after survey. Groups who wish to process data themselves using Snuffler freeware are entitled to do so.

Timescale for loans

Geophysical equipment	Peak periods	July-Oct	Max 5 - 7 day loan
Geophysical equipment	Off-peak periods	Nov – June	Max 14 day loan (except when in high demand)
Excavation equipment	Peak periods	April – Sept	Max 5 - 9 day loan (2 weekends and intervening week)
Excavation equipment	Off-peak periods	Oct - March	Max 14 day loan
Surveying equipment	Peak periods	Aug - March	Max 5 - 9 day loan
Surveying equipment	Off-peak periods	April - July	Max 14 day loan
Fieldwalking equipment	Peak periods	Aug - March	Max 5 - 9 day loan
Fieldwalking equipment	Off-peak periods	April - July	Max 14 day loan

All timescales are a rough guide. At times when equipment is under low or high demand, the loan period may be expanded or contracted accordingly.

Disclaimer

Jigsaw Cambridgeshire is not responsible if anyone injures themselves while using the Equipment Resource.