

**Harold B. Lee Library
Information Commons
Equipment Loan Agreement**



Only after receiving training and signing the loan agreement, will users be considered eligible for check-out privileges for the following equipment: *Digital Video Camera, Tripod, Digital Still Camera, Digital Voice Recorder.*

LOAN POLICY:

- All users must complete training before checking out any piece of equipment.
- All users must agree to and sign a copy of this loan agreement form.
- The Harold B. Lee Library reserves the right to deny check-out privileges for any reason or for no reason at all.
- Equipment may be checked out for up to 3 days. Check-out and Check-in are to occur no later than the times posted on the chart below. Users must request a 1, 2, or 3-day loan at the time of reserving the equipment.

	Mon	Tue	Wed	Thu	Fri	Sat
Check-in time	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am	10:30 am
Check-out time	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am	11:30 am

I AGREE TO:

- Assume full responsibility for this equipment during the time(s) that it is checked out to me; not leave the equipment unattended and not allow anyone else to use the equipment.
- Use this equipment in a safe and responsible manner, and not use it for any illegal, illicit or immoral purposes.
- Return this equipment by 10:30 a.m., Monday through Saturday, on the due date to the General Reference desk in the Information Commons. **I understand that if returned late, the item will be considered lost. A charge of \$1.20 an hour, plus a non-refundable processing fee of \$20 will be charged.**
- Reimburse the Harold B. Lee Library for any damage or loss of the equipment or its accessories that occurs while it is checked out to me. Charges will be based on replacement cost to a maximum of \$2500. All maintenance and repair of equipment shall be performed by authorized personnel only. Any unauthorized maintenance voids equipment warranties. I shall be liable for the cost of purchasing a new warranty for the equipment if any unauthorized maintenance is performed on the equipment while checked out to me.

-----detach here if you wish to keep top portion for your records-----

My signature below acknowledges that I have read and agreed to the terms above. It also indicates that I understand that this agreement, which will be kept on file in the Harold B. Lee Library, is binding and enforceable during the entire period in which I have equipment privileges at the Lee Library Information Commons.

PRINT CLEARLY:

NAME: LAST _____ **FIRST** _____

UNIVERSITY ID NUMBER _____

EMAIL ADDRESS _____

TODAY'S DATE (MM/DD/YY) _____ / _____ / _____

SIGNATURE _____

LIBRARY USE ONLY

TRV950 _____ **TRV22** _____ **Tripod** _____ **Still** _____ **Voice** _____