

## Equipment Loan Agreement: Fall 2013 - Spring 2014

I \_\_\_\_\_ hereby agree to the following terms and conditions when borrowing equipment from Hobart and William Smith Colleges Information Technology Services. This agreement is valid for the 2013-14 academic year (June 1, 2013-May 31, 2014).

### Regarding Initial Equipment Condition:

- The equipment has been tested prior to loan and has been verified to be functioning properly.
- The equipment will be reset upon return; all content will be erased and no longer available to me.
- I am responsible for reporting any damages or equipment malfunctions immediately.

### Regarding Damages:

- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, **full replacement value** and/or all costs associated with repair or replacement of the equipment loaned will be billed to me.
- I am required to return all equipment and report any equipment malfunctions immediately.

### Regarding Lateness:

- I agree to return the equipment to the Help Desk no later than the closing time on the day it is due.
- All equipment loan extensions **must be requested prior to due date** and in person at the Help Desk.
- I will be charged for the **full replacement cost** of the item if it falls more than **2 weeks overdue**.

I understand the above and will accept any charges incurred.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I am personally responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Additional Information

To view the Equipment Loan Policy, Acceptable Use Policy or for additional information, visit the IT Services Web at [www.hws.edu/offices/ITServices](http://www.hws.edu/offices/ITServices).