

## Equipment Loan Agreement

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 2016-2017 academic year.**

### 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.

### Damages:

- I am responsible for reporting any damages or equipment malfunctions immediately.
- 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.

### 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 understand that I may **lose my loan privileges** due to late returns.
- I will be charged for the **full replacement cost** of the item if it falls more than 5 days overdue.

### Fees for Collection:

- I authorize full replacement costs to be charged to my student account or my department.

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 personally am 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.

\_\_\_\_\_  
HWS ID Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Additional Information

To view the Equipment Loan Policy, Acceptable Use Policy or for additional information, visit the IT Services Web at <http://www.hws.edu/itservices/policies.aspx>.