

Equipment Loan Agreement Form

Name: _____

MyWSU ID#: _____

- I accept full responsibility for the equipment, software, and peripherals that I am borrowing. I will reimburse the Wichita State University Libraries the full cost of repairing or replacing any of this equipment and software should they become damaged or lost while checked out in my name.
- I agree to pay any overdue fines that may occur pursuant to the WSU Libraries Equipment Circulation Use and Liability Policy.
- Should I refuse or fail to return library equipment, I understand that WSU Libraries may refer the account to the Wichita State University Police as a criminal matter.
- I understand that the loan period is for four hours or until one hour **before** closing, whichever comes first.
- I understand that the equipment **may not** leave through Ablah Library's main entrance, even for use in the library foyer or Edmiston 24 Hour Study Room.

Each item will be inspected upon checkout and return for the following:

Item#

Physical Condition of Item

Carrying Case

Additional Cords when applicable

Item Powers Up

I acknowledge that damage to any of the above components may result in charges to my library account.

With my signature below, I verify that I have read, understand, and agree to abide by all guidelines in WSU Libraries' *Equipment Circulation Use and Liability Policy* and Wichita State University's *Acceptable Use Policy* as included in the WSU Policies and Procedures Manual, Chapter 19 Section 01. Violation of these policies may result in my equipment checkout privileges being revoked at the discretion of WSU Libraries administration and/or University Computing.

Borrower's Signature: _____ **Date:** _____

Staff initials _____

11/29/12 CEM