

# MANCHESTER COMMUNITY COLLEGE LIBRARY

## Equipment Loan Agreement Form

***Please pick up and return equipment to the Library.***  
*Special arrangements can be made for hours when the Library is not open.*

**Name** (Please print): \_\_\_\_\_

**Contact email or phone:** \_\_\_\_\_

**Equipment needed:** \_\_\_\_\_

**Do you need access to the internet:** \_\_\_\_\_

**Date needed:** \_\_\_\_\_ **Time: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Classroom #:** \_\_\_\_\_

**FOR USE EVERY WEEK:** Semester: \_\_\_\_\_

**1.** Day of week equipment needed: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Classroom #: \_\_\_\_\_

**2.** Day of week equipment needed: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Classroom #: \_\_\_\_\_

***By signing this agreement, I acknowledge that the equipment borrowed is the property of the Manchester Community College Library. I am responsible for the equipment until I return it to the Library.***

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_