



Information Technology Services Equipment Loan Agreement

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 current 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>.