



Technology Services Technology Loan Agreement Students, Faculty & Staff



This agreement specifies the terms under which technology loan services privileges are extended to the borrower.

1. Purpose of Use

Technology loan services are provided to meet the short-term academic, research, and service purposes of the university community. Use of equipment for personal or commercial purposes is prohibited.

2. Reservations

Advance reservations are encouraged. Students may make one advance reservation for each type of item. A loan must be completed before an additional advance reservation for the same type of item can be made. Reserved items are held for two hours past the time of reservation; after that, they are returned to the loan pool and made available to other borrowers.

3. Due Date and Time

Equipment is due on the due date at the time specified. It is the responsibility of the borrower to be aware of the due date and time, and to return all items on time. A loan is complete when all items have been returned. Items are returned when they have been given directly to an employee at the Technology Loan area and checked in. Leaving equipment at the Technology Loan area without being given to an employee for check-in is not permitted.

4. Renewals

A single renewal of a loan is permitted, depending on availability, and must be made before the end of the initial loan period either by phone or bringing the item in. Additional loans of the same type of item to students require a two day interval (48 hours) between the end of the initial loan and the start of the new loan.

5. Number of Checkouts Allowed

All technology borrowers will be allocated six technology loans per academic term.

6. Late Fees

Late fees (fines) as determined by the university are assessed at **\$10.00 per day per item**. An item is considered late 1 minute after it was scheduled for return. Student late fees are payable at the time the equipment is returned. A registration hold will be placed on the records of students who have unpaid late fees. Faculty and staff late fees are charged to the department or office of employment.

7. Liability for Loss or Damage

Students are responsible for repair or replacement costs due to negligence. Repair or replacement costs due to negligence in faculty/staff loans will be charged to the home department cost center. There will be no further checkouts allowed until missing items are replaced.

8. Loss of Borrowing Privileges

Borrowing privileges are suspended until the end of term when more than one late fee is incurred in an academic term. Borrowing privileges may also be suspended due to negligence, damage, or misuse of items. Borrowing privileges are suspended until the late fee is paid in full.

9. Other Applicable Policies

The Technology Services Loan and Rental Policy governs technology loan services. The key points of this policy are incorporated in this document. UWS section 18.06, Conduct on University Lands, specifies prohibitions for misuse or damage of university technology.

I hereby acknowledge the terms and policies listed above and agree to follow them.

Signature

ID Number

Date

First Name :

Last Name :