Silver School of Social Work
Multimedia Equipment Loan Agreement

Name of Borrower: ___________________________________________________________________

Department: ___________________________________________________________________

Phone Number: (O) _______________________________ (C) _______________________________

Type of Equipment: _______________________________

Manufacturer/Model No: _______________________________

Borrower acknowledges receipt of the above-referenced equipment. Borrower understands that the equipment has been tested prior to the loan and has been verified to be functioning properly. Borrower understands and agrees to the following conditions of use:

- The equipment will be used by Borrower in his/her capacity as an employee of the Silver School of Social Work and for the business and operations of the University. Borrower will not loan or allow any third party to use the equipment. Borrower will abide by all University policies regarding the appropriate use of University property and computing resources.
- The equipment will be returned to the IT Department (RM 210) of the Silver School of Social Work in its original condition and in a timely fashion before _______________________________.
- Borrower is responsible for the equipment and will exercise reasonable care with it, including appropriately securing the equipment at all times.
- No software may be loaded on the equipment or other modifications made without the express approval of IT.

____________________________________________
Signature of Borrower

____________________________________________
Date

____________________________________________
Date Equipment Returned: _______________________________

Received by (Initial): _______________________________

Condition: _______________________________