

**University of Pittsburgh Library System (ULS) Equipment Loan Borrower Agreement
Effective August 2017**

Borrower Name (Print)

Course No. (If Appropriate)

PITT ID # 2P...

By borrowing ULS equipment (including, but not limited to, laptops, iPads, tablets, film and audio kits, headphones, DVD players, chargers, and other accessories) from the University Library System, University of Pittsburgh, I agree to be bound by the terms of this Equipment Loan Borrower Agreement. I understand that, in order to borrow these materials, I must be a current student, staff or faculty member at the University of Pittsburgh with a valid University ID card.

Responsibility:

- **I am responsible for the equipment at all times**, until it is returned to a ULS staff member at the service desk where I checked it out.
- **I will not leave equipment unattended, loan it to or leave it in the care of anyone else.** When returning equipment, I will deliver it to a ULS staff member and wait while they fulfill their obligations to inventory components, test equipment operations, and provide a return receipt upon request.
- I will immediately report any loss or damage of the equipment and/or its accessories to a ULS staff member at the service desk where I checked it out.
- I am liable for and agree to pay all costs associated with damage to, loss of, or theft of the equipment and/or its accessories while it is checked out to me, up to the maximum replacement cost and processing fees.
- I understand that I use this equipment at my own risk, and that the ULS is not responsible for any damages resulting from my use of it.

Return of Equipment:

- I will return the equipment at the designated time, specified by the loan period currently in effect, to the ULS service desk where I checked it out.
- I understand that returned kits with an incomplete equipment inventory will accrue overdue fines until all pieces are returned in working order.
- I understand that unpaid charges will be billed directly to my PittPay account.

Usage:

- I will abide by the University of Pittsburgh Code of Student Conduct, Guidelines for Acceptable use of Computing Resources, and all other applicable University of Pittsburgh policies. Equipment may not be used for illegal activities including but not limited to: disruption of other users/services/equipment; harassment; distribution of unsolicited advertising, propaganda or computer viruses; and attempts to make unauthorized entries into other computers. I will not tamper with equipment hardware or software. I will not attempt to load or copy software to the equipment.
- I understand that the ULS is not responsible for any files left on the equipment, or for loss of, or damage to, files during the loan period. All files will be erased when the equipment is returned to the appropriate service desk.

Borrower Signature:

Date: