

School of Social & Cultural Studies

Borrowing Request Form & Borrower's Agreement for the School Laptop Equipment

Please print out this form, complete it, and forward it to the School Administrative Officer, by hand or in a sealed envelope marked 'M257'. You will be advised by email of the outcome of your request.

First Name	
Last Name	
Discipline Office & Mailbag number	
Email Address	
Telephone Number	
Fax Number	
Number of days required	<input type="checkbox"/> 1 day <input type="checkbox"/> 2 days <input type="checkbox"/> 3 days <input type="checkbox"/> More than 3 days (Please attach reason)
Primary use	<input type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Conference <input type="checkbox"/> Other, please specify:
Patron type	<input type="checkbox"/> Staff <input type="checkbox"/> Postgraduate <input type="checkbox"/> Honorary Fellow <input type="checkbox"/> Other, please specify:
Dates required	
Equipment required	<input type="checkbox"/> iBook <input type="checkbox"/> IBM <input type="checkbox"/> Powerbook

I, _____, agree to the Laptop Borrowing Policy and Borrower's Agreement. I understand the terms and conditions stated in the Policy and Borrower's Agreement, and will adhere to them accordingly.

I agree to read and adhere to the University Communication Services Policies and Regulations while using borrowed equipment.

I understand and agree that all borrowed equipment is my responsibility once on loan, and that I may incur financial penalties for any equipment damage or loss.

Signature of Applicant

Date

School of Social and Cultural Studies

Borrower's Agreement

Once the borrower has examined the equipment to ensure that it is suitable for his/her purposes, he/she must agree to abide by all the terms and conditions of this policy including, but not limited to, using the equipment exclusively for official UWA business. Borrower will take due care, follow all safety rules and accompanying instructions with respect to the operation of the equipment, and use the equipment only for the purpose for which it was designed. The borrower agrees to accept responsibility for the maintenance, control, and safekeeping of the equipment while it is signed out in his/her name and to return the equipment in good order and condition as it currently is, ordinary wear and tear alone excepted.

Should the equipment be lost, stolen, or in the estimation of the Head of School, irreparable damaged during the period that it is signed out in the Borrower's name, the Borrower agrees to pay the insurance excess.

The Borrower will abide by all the University's IT policies as set out on University Communications Service website

Staff:

<http://www.ucs.uwa.edu.au/web/staff>

Students:

<http://www.ucs.uwa.edu.au/web/students>