

**Eastern Washington University Libraries**  
**Circulating Equipment Program**  
**Student Technology Fee/JFK Library**

**EQUIPMENT LOAN AGREEMENT**

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**PLEASE READ CAREFULLY:** \*\*\*By signing this form, the borrower assumes **full** responsibility and financial liability for equipment borrowed through this service. The borrower also agrees to abide by **all** University and Library policies governing computer & other equipment usage. \*\*\*

**CONDITIONS OF LOANS**

- Student Technology Fee-funded equipment is available for EWU students who have paid their quarterly technology fee.
- Other equipment is available for EWU faculty, staff, and students.
- A valid and current EWU ID card & accurate library record in the EWU Library system are required for loans.
- All items checked out will be inspected for physical damage and missing accessories upon return. Borrowers are held responsible for equipment returned damaged and/or returned with missing parts or accessories.
- Borrower agrees to pay Eastern Washington University for the loss or damage to any piece of equipment and accessories borrowed.
- Borrower agrees that EWU may use any appropriate means to collect all charges due.
- Borrower agrees to follow all policies and procedures concerning use of University equipment AND Library policies with regard to late returns, fines, and renewals. These policies can be found from the EWU web site or at <https://www.ewu.edu/library/policies-and-procedures/>
- **DO NOT LEAVE EQUIPMENT UNATTENDED.** You are financially responsible for all items borrowed.

**FINES & SANCTIONS (HANDOUT)**

I have received and read the Fines & Sanctions document and agree to the terms.

**Borrower Initials** \_\_\_\_\_

By signing below, I agree to all of the above terms and conditions. I certify that I am age 18 or over, or if not, that my parent or legal guardian makes these promises on my behalf.

**Borrower's Name (please print clearly)**

\_\_\_\_\_

Local Street Address (While at EWU): \_\_\_\_\_ Apt. \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Eagle or EWU Email (only): \_\_\_\_\_@eagles.ewu.edu

Net or ID #: \_\_\_\_\_

**Borrower's Signature** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**If under age 18:**

Parent/guardian Name (please print clearly) \_\_\_\_\_

Parent/guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

<b>Staff Initials:</b> _____ <b>Date:</b> _____
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