McMaster University Library
Equipment Loan Agreement

By borrowing equipment from the McMaster University Library, I agree to:

- Present a valid McMaster University photo ID card when borrowing
- Take personal financial responsibility for losses of or damages to the equipment, peripheral equipment and contents up to a maximum of $2500
- Safeguard the equipment by not leaving it unattended at any time
- Return the equipment and all components in person to the Circulation Desk within the specific loan period (4 hours, or ½ hour before library closing)
- Inform staff of any problems with or damage to the equipment.
- Be responsible for late fee fines of $20 per hour or part of an hour, up to a maximum fine of $250
- Refrain from consuming food or drink when using the equipment.
- Be responsible for saving documents to a disk or USB flash key or by sending them to an email account.
- Obtain network and software support from the Library’s I.T. Help Desk

I have read and understand the Equipment Loan Agreement and agree to abide by the policies described above. I understand that the Library is not responsible for any loss or damage to files saved to the laptop or by unexpected reboot, hardware failure, network interruptions or viruses. In the event of a loss, theft or damage while checked out in my name, I understand that I am financially responsible for the equipment and its accessories.

McMaster University ID Number

McMaster University email account ________________________@mcmaster.ca

Signature ___________________________ Date ___________________________

Student _____ Current validation sticker ________________________ Staff _____ Faculty _____
University Dept/Faculty ____________________________________________
Staff initials ____________________________