

Name of Borrower \_\_\_\_\_

EmplID \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Hunter College Library AV Desk Loan Contract**

I am borrowing from Hunter College the following device(s):

Device:	Device Number	Charger Number
Dell 5340		
Dell 5440		
Lenovo Chromebook		
Lenovo Thinkbook		
Lenovo 100e		
iPad		
Apple Pencil		

and will return the device by date and time identified below.

I understand that I must agree to the following:  
*(please read and then check all of the boxes)*

- I am a current Hunter student in good standing and am enrolled in classes for this semester. If I am dismissed or withdraw, for the semester or from the college, I will immediately return the device(s) I have borrowed to the AV Desk. Failure to return the device(s) may result in disciplinary action, criminal prosecution, or civil liability.
- I acknowledge that the device(s) is/are Hunter College property. I am responsible for all device(s) that I have borrowed. If the device(s) are damaged, lost, or stolen, I may have to pay up to the full cost of a replacement.
- I will alert the AV Desk immediately of any loss, theft, or problem with the device(s). I will provide proof of the incident and will not be permitted to borrow another device until the college determines the situation has been resolved.
- I understand the AV Desk is not responsible for data loss due to hardware failure, software failure, or any other issue.
- I will abide the City University of New York Policy on Acceptable Use of Digital Assets and Resources: <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Computer-Use-1.pdf>



Due Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Due Time \_\_\_\_\_:\_\_\_\_\_

Staff Initials \_\_\_\_\_

I agree that:

- I will not modify, remove or destroy identifying barcode labels placed on the device(s) by the AV Desk
- I will not write, draw, paint, place stickers/labels or otherwise deface the device(s) or its case.
- I will not eat or drink while using the device(s), as liquids and debris may damage the device(s).
- I will not keep food, drinks, or food wrappers in the same bag as the device(s).
- I will not leave the device(s) in a vehicle.
- I will not lend the device(s) to anyone
- I will not use force when inserting or removing cords, cables, and other removable storage.
- I will not put weight on top of the device(s).

I will return the device(s) in the same condition as when I borrowed them.

I understand that there are no renewals or extensions.

I will return the device(s) by the date and time specified by the College at the time of the loan.

I understand that if the devices are not returned within 24 hours of their due date/time, it may result in one or more of the following:

- A suspension of my right to borrow any device(s) in the future
- I will be required to pay for the College to purchase a replacement.
- I will be unable to obtain my transcripts/diploma or graduate.
- I will be subject to disciplinary actions.
- a “block” will be placed on my account until the device(s) are returned.

I will remain at the desk for the entire return process.

**Sign here:**

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