### Teaching and Learning Center Resource Loaner Program Form

#### Semester: Fall Spring Summer

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<tr>
<th>Date (MM-DD-YR)</th>
<th>Check-out Date: (MM-DD-YR)</th>
<th>Due Back By:</th>
<th>Date (MM-DD-YR)</th>
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#### Equipment

- [ ] iPad2
- [ ] iPad3
- [ ] iPad Mini
- [ ] Lenovo Laptop

- [ ] Microphone
- [ ] Projector
- [ ] MacBook Pro
- [ ] Web Cam

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- [ ] Approved  [ ] Not Approved  TLC MGMT: 

#### Software / Hardware

- [ ] Lynda.com License
- [ ] SoftChalk Cloud License
- [ ] FileMaker Pro 12

- [ ] Apple TV
- [ ] Swivel

- [ ] Approved  [ ] Not Approved  TLC MGMT: 

#### Additional Accessories

- [ ] Screen
- [ ] Adapter Mini VGA
- [ ] Digital Camera
- [ ] Clickers
- [ ] Receiver

- [ ] Slide Advancer
- [ ] Adapter VGA
- [ ] Digital Video Camera
- [ ] iPAD Cover
- [ ] iPad Power Cord

- [ ] Laptop Power Cord
- [ ] MacBook Pro Cord
- [ ] Headset
- [ ] Wireless Mouse

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- [ ] TLC Staff: 

#### Reason For Loan

- [ ] Classroom Usage
- [ ] Student Orientation
- [ ] Research

- [ ] Course Development
- [ ] Presentation
- [ ] Other

> By signing, I agree that I am responsible for safeguarding the equipment and/or software while in my possession.

**PLEASE NOTE:** The TLC has the right to disable your account.

---

Signature: __________________________

First Name: _______________________

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*A copy of this Approved Agreement will be emailed to you*
I acknowledge that when receiving any resources on loan from the University, I agree that:

(a) I have inspected the resource and am satisfied that it is in proper working order.

(b) I have read and understood any guidelines for use provided to me by the University and understand the proper methods of operating that resource. I waive any and all rights to avoid liability for loss or damage to persons or property on the grounds of not being familiar with resource.

(c) I understand and acknowledge that the University will not be liable to me or any person for any loss, damage, expense, or any other claim incurred through use of the resource.

(d) I accept full responsibility for the condition, care, use, custody, and transportation of the resource borrowed until the time it is returned.

(e) I shall immediately inform the department from which the resource was borrowed if any incidence of loss or damage to the resource occurs.

(f) I agree to adhere to any and all copyright laws, terms, and conditions associated with use of the resource.

(g) If the period of the loan is longer than three months, I shall make the resource available to the University upon request for the purposes of ensuring the existence and condition of the resource.

(h) I will ensure that the resource is not used by any third parties not affiliated with the University without the expressed permission from the department head of the lending department.

(i) I agree to use the resource for University use only.

I have read and understood the above conditions, and agree to them completely.

(Initials)______

Please mark the appropriate box and circle.  □ Faculty  □ Staff  □ Student  □ Other

**College of Education and Human Services**

- Childhood Education
- Special Education
- Academic Development Services
- Professional Studies
- Secondary Education/Administrative Leadership
- Communication Disorders
- Counselor Education
- Health Science
- Exercise Science and Sport Studies
- Social Work

**College of Liberal Arts**

- Art and Design
- Communication Studies
- Criminal Justice
- English
- Modern Languages, Philosophy/Socio-Cultural Studies
- Music
- Psychology
- Sociology
- Theatre and Dance
- History & Political Science

**College of Science and Technology**

- Applied Engineering/Technology
- Biological/Environmental Sciences
- Business and Economics
- Chemistry and Physics
- Earth Science
- Math, Computer Science/IS
- Nursing
- Professional Studies

**TLC Staff Use Only:**

Return Date:__________  TLC Staff:_____  Follow-up Details:  □ Semester Log______

(MM-DD-YEAR)

COMMENTS: ____________________________________________