

**Academic Computing Center
State University of New York College at Cortland**

**LOAN AGREEMENT
FOR
COMPUTER LAPTOPS**

By signing this loan agreement you will adhere to the following terms and conditions:

- You either represent the College, work for the College or are associated with the College in an official capacity. Loans are conditioned on this fact, and all items are to be returned if you are not satisfied with any of these conditions.
- You acknowledge receipt of the items listed below, and agree to return them on the prearranged date. You will deliver them in person on this date to the Academic Computing Center located in Winchell Hall. *An extension period for up to two weeks may be requested, however extension will only be granted when the availability of laptops exceeds the current requests.*
- All items signed out are for your personal use, and may not be given or assigned to another individual.
- Computer hardware and software should be in working condition when you sign it out. Please notify Sue Smith at ext. 5793 immediately of any malfunctioning items.
- You are responsible for any damage incurred by you, including the loss of the equipment. You will be charged for the repair or replacement of the item, depending upon the best available option.
- You will not copy, disclose, or transfer any software issued. It is assumed that you will adhere to copyright laws, and not violate the terms of any software license agreement.
- **Violation or failure to abide by the conditions in this agreement may result in the suspension of future loan privileges, and/or further action by the College.**

ITEM	COLLEGE ID #	SOFTWARE REQUESTED	COMMENTS

- I have read the terms and conditions above, and I agree to abide by them. I also acknowledge the receipt of the items listed above.

Name (print): _____ Signature: _____

Department: _____ Phone: _____

Academic Computing Center Authorized Signature: _____

Date out: _____ Return date: _____

Were you satisfied with your loan? _____ Date item returned: _____