

# University of Illinois at Urbana - Champaign

## Equipment Loan Agreement

Authorization for temporary off campus use of equipment owned and maintained by:

### Library Systems Office

314 University Library, MC-522  
1408 West Gregory Drive  
Urbana, IL 61801  
(217) 244-4688 - email: libsys@uiuc.edu  
hours: Mon. - Fri. - 8:30 a.m. to 5:00 p.m.

### *Borrower Information*

**First Name:** Jodi K.

**Last Name:** Kiesewetter

**Net ID:** rodie

**Library Unit:** Administration/Systems Office

**Campus Phone:** 4-4688

**Home Phone:** 217 688-3418

**Campus Address:** 314 Library, 1408 W. Gregory Dr.  
1408 West Gregory Drive  
Urbana , IL 61801

**Home Address:** 315 S. Harrison  
Sidney IL 61877

### *Details of Loan*

**Check out date:**

**Return due date:**

**Destination:** Phoenix

**Purpose of loan:** Keep up with e-mail and tickets while on vacation USB MEMORY KEY \*\*\*\*JUST A TEST\*\*\*\*

### *Description of Equipment*

**Inventory Number:** F16400

**Make:** Fujitsu

**Type:** COMPUTER

**Serial Number:** R6200682

**Model:** S2110

**Description:** LAPTOP

### *Terms of Loan and statement of liability*

By signing below, the borrower agrees to accept responsibility for reasonable care and security of University of Illinois property described on this document. Said property may be used off campus in pursuit of borrower's official duties. Liability assessment, if any, will be based on "Section 12.1 - Custodianship of Property" in Business and Financial Policies and Procedures. The borrower may be held responsible for repair or replacement of hardware damaged or lost during loan period. The borrower understands equipment must be returned to the Library Systems Office on or before specified due date. Failure to return equipment in a timely manner may effect eligibility for future equipment loan arrangements. The borrower understands that this machine will be re-imaged (wiped out and rebuilt) upon return to the Library Systems Office. The Library Systems Office will not be held responsible for the loss of any information due to improper data storage by the borrower.

I have read and accepted the terms of loan and statement of liability above.

\_\_\_\_\_  
Signature of borrower

\_\_\_\_\_  
date

\_\_\_\_\_  
Signature of Library Systems Personnel

\_\_\_\_\_  
date

### *Equipment Return*

The equipment described in this document has been returned to the Library Systems Office in satisfactory condition.

\_\_\_\_\_  
Received by

\_\_\_\_\_  
date