



# Texas A&M University-Texarkana

John F. Moss (JFM) Library

## Equipment Loaner Agreement – Terms and Conditions

JFM Barcode	Description & Serial Number

By accepting possession of the equipment listed above from Texas A&M University-Texarkana, the borrower understands and agrees to the following terms and conditions:

**Check Out Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

*Please carefully read each item and initial at left to indicate your understanding.*

1.	Throughout the agreement, the borrower shall safeguard and use the equipment in accordance with all applicable laws, regulations, policies, rules and procedures. <b>The borrower shall not permit any other person to use the equipment.</b>
2.	The University reserves the right to recall the equipment at any time. The borrower agrees to return the equipment to the A&M-Texarkana lending office on or before the date specified above and/or within 48 hours following a request by the A&M-Texarkana representatives. There will be periodic requests to check-in the equipment in order to conduct an inventory.
3.	The borrower is financially responsible for loss, theft, seizure or damage to the equipment at the replacement value. All damages must be reported to the A&M-Texarkana John F. Moss Library, and repairs shall be made by authorized IT personnel ONLY. The borrower understands that any incidents of loss or theft on campus must be reported to the A&M-Texarkana Police Department, and if off campus, reported to the Texarkana Police Department AND the John F. Moss Library as soon as possible, but no later than 48 hours after the incident.
4.	In accordance with <a href="#">System Policy 29.01, Information Resources</a> and <a href="#">University Procedure 29.01.03.H0.02, Acceptable Use</a> , the borrower shall use information resources for officially authorized business purposes, except for incidental use as authorized by <a href="#">System Policy 33.04, Use of System Resources</a> and <a href="#">University Procedure 29.01.03.H0.02, Acceptable Use</a> . <b>Use of information resources for commercial purposes or personal gain is prohibited.</b>
5.	The borrower understands that the equipment is the property of A&M University-Texarkana. If the borrower fails to return the equipment by the agreed return date, 48 hours after the due date or request, the equipment will be reported stolen to the proper authorities.
6.	The borrower shall promptly disclose fraud, waste or abuse in accordance with <a href="#">System Regulation 10.02.01 Control of Fraud, Waste and Abuse</a> and endeavor to avoid any actions that would create the appearance that the user is violating the law or the system’s ethical standards.
7.	Access to the Internet from an A&M University-Texarkana owned portable computing device must adhere to all the same policies that apply to use from within A&M-Texarkana facilities in accordance with <a href="#">A&amp;M-Texarkana Procedure 29.01.03.H0.02, Acceptable Use</a> .
8.	Users must not purposely engage in activity that may: harass, threaten or abuse others, degrade the performance of Information Resources, deprive an authorized user access to A&M University-Texarkana resources, obtain extra resources beyond those allocated, or circumvent A&M University-Texarkana computer security measures.

A&M-Texarkana hereby disclaims all expressed and implied warranties, including, without limitation, the implied warranties relating to the equipment merchantability and fitness for a particular use. The borrower agrees to accept the equipment “as is.” In no event shall A&M-Texarkana or the program representatives be liable for any incidental, special, indirect, or consequential damage of whatever nature arising out of any claim alleging A&M-Texarkana’s failure to perform its duty.

**I acknowledge that I have read and understand the terms and conditions of this agreement and I agree to abide by them.**

**Date** \_\_\_\_\_

**Borrower's Name (print)** \_\_\_\_\_ **Signature** \_\_\_\_\_

**(Student ID #)** \_\_\_\_\_

**Issued By - Library Staff Signature** \_\_\_\_\_

Email: [barbara.mackey@tamut.edu](mailto:barbara.mackey@tamut.edu) Phone: 903-223-3092

<b>Equipment Return</b>	
Returned By: <i>(Print, then sign)</i>	Date:
Library Staff Receiving Equipment: <i>(Print, then sign)</i>	Date: