Please read the following information carefully before signing. This agreement must be signed and initialed before any equipment may be checked out to you.

• Items will be checked out from and returned to 101 Moon Library. Do NOT use the book drop boxes or user services desk when returning items.

• Must have current ESF ID card present to check out equipment.

• Library record must be in good standing to check out equipment. (No blocks on record, fines etc.)

• Borrowing is on a first-come-first-served basis.

• All digital equipment may be borrowed for 7 days. Extensions may be granted by emailing jclemons@esf.edu

• Overdue fines are $10/day, with a maximum fine of $50.

• While equipment is in your possession, you are responsible for it at all times. You may not loan it to anyone else. DO NOT LEAVE EQUIPMENT UNATTENDED. If an item is not returned, you will be charged for the replacement.

• All equipment must be present to check in item. If any equipment is missing, the item will stay on your record until every piece is returned. PLEASE NOTE: Fines are not waived for overdue equipment caused by missing items.

• Replacement costs vary according to type and model of hardware, and we reserve the right to purchase an equal or similar model in case of discontinuation.

• Equipment cannot be used in violation of the law or of the SUNY ESF policies.

I have read this entire document and my signature below indicates my agreement with the above statements.

(signature) _________________________________ Date: _____ / _____ / _____

Last Name: ___________________________ First Name: ___________________________ (Please Print)

(Please Print) ESF ID Number: ______________________ Phone: ___________________________

Email Address: _______________________________________________________________

Staff Use Only Authorized to check out: _______ Expires: _____ / _____ / _____

Staff Initials (when returned): _______ Student Initials (when returned): _______