

Hofstra University Laptop Loan Program 2002-2003

New Renewal

Date

LAPTOP ID # _____ **PC** **MAC** **NAME** _____

Key Tag# _____ (select one) **e-mail** _____

In consideration of Hofstra University (Hofstra), loaning to the undersigned, the computer equipment (Equipment), as detailed below, which Equipment is the sole and exclusive property of Hofstra, the undersigned agrees to:

1. Ensure that the Equipment is to be used for instructional purposes only.
2. Use reasonable care when operating the Equipment.
3. Pick-up the Equipment and return it to the Dean's Office.
4. Assume full and complete responsibility and liability for any and all damage to and loss of the Equipment off campus.
5. Treat any software included with or installed on the Equipment in accordance with Title 17 of the United States Copyright Law. Any software installed on the Equipment by the undersigned should be removed before returning the Equipment unless so noted.

Purpose (be as specific as possible)

Dates Needed: From _____ (date) Until _____ (date) Needed for _____ Classes per week

Laptop to be picked up at _____ (time) On _____ (date) **Approved by:** _____

CABLES:	OUT	IN
Power Pack Cable		
Audio Cable		
Video Cable		
Ethernet Cable		
Modem Cable		
PROJECTOR BOX KEY #		

PLEASE CONFIRM THAT ALL CABLES ARE WITH THE COMPUTER WHEN IT IS CHECKED OUT AND RETURNED.

Borrower's Name (Print) _____ Signature _____

Dept. _____ Phone Extension _____

Date Out _____ Date to be Returned _____

Date Returned _____ Received by _____