



RESOURCE CENTRE LAPTOP

Loan Agreement Department of Psychology, Faculty of Arts York University

I, _____, agree to assume any and all legal liability for the cost of repair or replacement in the event of loss due to theft, damage, negligence or misuse. The PRC cannot assume responsibility for lost files due to viruses, hardware failure and network interruptions.

My signature also certifies that I have read, understand, and agree to follow York University's *Senate Policy on Computing and Information Technology Facilities, # : Sen 001* .

N.B. This signed agreement covers this and all my future loans of the PRC laptop.

Please note that the laptop is "DeepFrozen", all files saved locally will be deleted upon logout. You are advised to save to external drive and or e-mail file(s) to yourself.

Signature

Date

Phone Number

E-Mail

Staff Signature

Laptop

Equipment Check-Out List

Laptop travel case	___
External mouse	___
CD-RW/DVD-ROM	___
CD Rom drive	___
Floppy drive	___
Power cord	___
Lan cable	___
Aux Cable	___

Equipment Check-In List

Laptop travel case	___
External mouse	___
CD Rom drive	___
CD-RW-DVD-ROM	___
Floppy drive	___
Power cord	___
Lan cable	___
Aux Cable	___

Laptop Problem / Damage Report : Please describe fully any problem or damage to the unit: (continue on reverse if necessary)