

GSG Laptop Loan Request Form

→ See GSG Laptop Loan Policy ←

Borrower:

Last Name First Name

Department

E-mail

Phone Number

Advisor:

Last Name First Name

Campus Phone Number

Signature

Reason for borrowing computer/equipment:

Thesis Teaching Course work Conference Other _____

Type of computer/equipment requested:

PC Macintosh External Drive

For GSG Office Use Only:

LAPTOP ID:

PC-HP	PC-Acer	MAC-2	PC- Thinkpad
PC-1 Toshiba	PC-2 Toshiba	MAC-1	PC-Gateway

By signing this form, I understand that I am borrowing this computer and its associated equipment from the UMaine GSG. By signing this form, I am also stating that I have read and completely understood the UMaine GSG's policy for this equipment as it is written in the GSG Laptop Loan Policy, which states that I will be responsible for theft of or damage to this computer while it is signed out to me and further that I will return this computer within one week from the date on which I borrowed it.

Date Checked Out: _____ Student Signature _____

Date Checked In: _____ _____

Thank you for using the GSG Computer Loan Program!

GSG Laptop Loan Policy:

Applies to all GSG-owned laptops *and* equipment.

Contact:

*The GSG laptop computers and equipment will be stored and maintained by the GSG Secretary.

*To check out a computer (or related equipment), a graduate student must fill out and sign a Computer Loan Request Form, have the form signed by their major advisor, and contact the GSG Secretary to make pick-up/drop-off arrangements.

Loan Period:

*Computers (and equipment) can be signed out for a one-week period, renewable **ONLY** if no one else is waiting for that item.

*No renewals will be accepted by phone.

*All renewals must be accompanied by a NEW Computer Loan Request Form.

*If the computer (or related equipment) is not returned at the end of the loan period, a late fee of \$5.00 (five) for the first day and \$3.00 (three) per continuing day will be assessed and future loans may be denied.

Damaged, Lost or Stolen Computers and Equipment:

*If a computer (or related equipment) is damaged, the last person to check out the computer (or related equipment) will be held responsible for up to \$100.00 (one hundred) in repair cost.

If the repairs exceed \$100.00, the student will not be held responsible for more than \$100.00. The GSG will pay for the additional cost of repairs.

If the repairs are less than \$100.00, the student will be held responsible for the total cost of the repairs.

*If a computer (or related equipment) is lost or stolen, the student responsible for borrowing the computer (or related equipment) is responsible for paying 50% (fifty) of the Current Market Value for the computer. The GSG will also pay 50% of the Current Market Value for the computer (or related equipment).

*Please note that the graduate advisor is NOT financially responsible for the borrowed computer (or related equipment).

Late fees and Fines:

All late fees and fines incurred by a student who had borrowed an GSG computer (or related equipment) can be appealed. The student must submit a written statement to the GSG Secretary stating the rationale for their appeal. The GSG Secretary will review the appeal and will decide to levy or waive the fee or fine. The decision of the GSG Secretary is final.

Returning the computers:

Delete all application & documents you may have saved onto these computers. SO basically return it the way it was before you used it.

THIS COMPUTER MUST BE RETURNED BY _____
GSG Office 581-4548