



LIBRARY COMPUTER HARDWARE AGREEMENT

I, _____ (print name) acknowledge receiving the computer hardware (see description and serial number listed below) issued by Sullivan University and that it may only be used for Sullivan University business. The use of this device is restricted to the location where it was checked out and the hours of use may not exceed the hours of location's Library operations. The device must be returned prior to the closing of the location's Library. The use of this computer hardware will be governed by Sullivan University policies relating to Information Technology.

The Information Technology (IT) Department has verified that this computer hardware was working and in good and serviceable condition before I received it. I accept responsibility for the appropriate use, security, and protection from damage to the computer hardware.

If the computer hardware is lost, damaged or stolen, I will notify the IT Department as soon as possible (at ITsupport@sullivan.edu) or the location Librarian on duty. If stolen, a police report should be filed.

Should the computer hardware be lost, damaged, or stolen I understand that I am responsible for reimbursing Sullivan University the cost of repairing or replacing the computer hardware. Any repair will be at cost. Should the computer hardware itself require full replacement, due to theft or damage, the estimated replacement cost is \$600.

Computer Hardware Description and Acceptance:

Description

Asset Tag ID
Serial #

Signature

Date

Authorized By: _____

Title: _____