



## Hand Held Device Loan Agreement

**TCEC** accommodates requests to borrow **up to 5** hand held devices for **up to 4 weeks** on a first come first served. Please make requests 2-3 weeks in advance of the date needed.

**Borrower’s responsibility:**

- The care and guarded possession of hand held device(s), charger(s), and accessories
- Notifying **TCEC** if the hand held device(s) arrive damaged
- Returning the hand held device(s) on or before the due date
- Returning the hand held device(s) in adequate protective packaging
- Cost of shipment back to **TCEC** via a traceable carrier (USPS, UPS, FedEx)
- Hand held device(s) must be insured for \$200.
- Replacement of the iPod touch if lost or damaged (i.e. cracked screen, water damage) while in the borrower’s possession.

**Please complete the information in the box below and return to TCEC by email: [tcecta@phmail.ucdavis.edu](mailto:tcecta@phmail.ucdavis.edu) or fax (530) 752-3118.**

Date(s) Needed: From \_\_\_\_\_ To \_\_\_\_\_ Number of Devices Requested: \_\_\_\_\_

Borrower’s Name and title (please print) \_\_\_\_\_

Organization \_\_\_\_\_

Street Address (not a PO Box) \_\_\_\_\_

City \_\_\_\_\_ ZIP code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

I have read and understood the above policy and agree to terms stated. I authorize the above individual to borrow an iPod touch from **TCEC**. I understand that not following these procedures may lead to the loss of circulation privileges.

I/My agency will assume responsibility for replacement of any borrowed materials (hand held device, charger, and accessories) lost or damaged by the borrower.

**Project Director/Coordinator:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** This agreement must be signed and returned to **TCEC** before the hand held device may be borrowed. Please keep a copy of this form for your files.

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Device serial #: \_\_\_\_\_

Date shipped: \_\_\_\_\_

Shipping tracking #: \_\_\_\_\_

Date received back: \_\_\_\_\_