



LOANER EQUIPMENT AGREEMENT

- The College Department of Information Technology Services (ITS) offers equipment loans to actively enrolled students and actively employed faculty and staff members of the College.
- Requests are recommended at least 24 hours in advance, although we recommend a minimum of 48 hours. Equipment loans are made on a first-come, first-served basis. To ensure availability of equipment, you should make your request as early as possible.
- Equipment is checked out to student borrowers at the Academic Learning Studio, Ozuna Room 150, and to employee borrowers at the ITS office, Ozuna Room 121.
- During checkout, the borrower must complete this [ITS Equipment Loan Agreement](#) and an [Alamo Colleges District Loaned Property Request Form](#) and verify eligibility by identification. Student borrowers must provide two forms of valid photo identification, which include, without limitation, College student ID, current Driver's License or State ID, Military ID, handgun license, etc. Copies of all identifications and forms will be kept on file. Eligible employees need to show only their Alamo Colleges ID for verification.
- Some equipment may require training for first-time borrowers at checkout.
- If requested equipment is unavailable, the borrower will be placed on a waiting list. When the equipment becomes available, ITS will notify and reserve the equipment for the borrower at the head of the list until the close of business the following day. Thereafter, ITS will move to the next-ranked person on the waiting list.
- If a borrower's reservation expires but the borrower still needs the item, borrower should come to the check-out site to renew their request. If a waiting list still exists, the requestor will be placed at the bottom of that list. No exceptions.
- It is the sole responsibility of the borrower to return items on time as outlined within this ITS Equipment Loan Agreement and the [Loaned Property Request Form](#).
- Upon return of equipment, ITS staff will verify that all equipment and accessories are returned in good working condition and not damaged or missing.
- BORROWER ASSUMES FULL RESPONSIBILITY FOR ALL LOANED EQUIPMENT (INCLUDING SOFTWARE) LOANED EQUIPMENT NOT TIMELY RETURNED, UNLESS REPORTED AS LOST OR STOLEN WITHIN 3 BUSINESS DAYS AFTER DUE DATE, WILL BE REPORTED BY COLLEGE TO THE DISTRICT POLICE DEPARTMENT AS STOLEN BY BORROWER AND PROSECUTED. BORROWER AGREES TO PAY ALL COSTS OF REPAIR OR REPLACEMENT OF STOLEN, LOST OR DAMAGED LOANED EQUIPMENT. NON-RETURN OR NON-PAYMENT MAY BE REFERRED FOR DISCIPLINARY ACTION. EACH BORROWER AGREES TO A REPAYMENT PLAN WITH A MINIMUM MONTHLY PAYMENT DUE THE 15TH OF EACH MONTH OF 20% OF SUCH COST. EMPLOYEE BORROWERS AGREE TO A PAYROLL DEDUCTION OF 10% OF SUCH BALANCE PER BI-WEEKLY PAY PERIOD (OR SUCH LESSER BI-WEEKLY MOUNT AS MAY BE REQUIRED BY APPLICABLE LAW) UNTIL FULLY REPAID.
- NON-COMPLIANCE WITH RULES CAN RESULT IN THE LOSS OF CHECK-OUT PRIVILEGES



PALO ALTO COLLEGE

- **Note:** Any theft of the equipment must also be reported within 3 business days of the theft by filing theft reports with the applicable department/s listed below:
 - San Antonio Police Department (SAPD) Phone: (210)207-7273
 - The Alamo Colleges Department of Public Safety (DPS) Phone: (210)485-0099
 - Information Technology Services (ITS) Phone: (210)486-3788
 - Academic Learning Studio (ALS) Phone: (210)486-3795

A case number or copy of each above report must be submitted immediately to the Academic Learning Studio, Ozuna Room 150 or the ITS office, Ozuna Room 121.

Client Contact Information	
Print Name:	Banner ID:
Home Address:	Status: * <input type="checkbox"/> Active * <input type="checkbox"/> Inactive
	Primary Phone:
Email:	Secondary Phone:
Equipment Request	
<input type="checkbox"/> Laptop (charger & carry case) <input type="checkbox"/> Camera/Video Camera <input type="checkbox"/> Projector <input type="checkbox"/> Other (Please specify below): Laptop # _____	
Checkout Date:	Return Date:
CERTIFICATION & ACKNOWLEDGEMENT	
<input type="checkbox"/> I certify that I have read and understand the terms and conditions outlined within this ITS Equipment Loan Agreement and the Alamo Colleges District's Loaned Property Request Form as stated above.	
<input type="checkbox"/> I agree that the equipment will be used for academic research and activities and not be used for personal gain, unlawful purposes or activities inconsistent with Palo Alto College's mission and goals. Equipment is governed by Alamo Colleges Acceptable Use Policy C.1.9.1 (Procedure) Appropriate Use of Information Technology Resources.	
<input type="checkbox"/> I ACCEPT FULL RESPONSIBILITY FOR THE ABOVE EQUIPMENT AND I FULLY UNDERSTAND THAT IF I DO NOT RETURN EQUIPMENT BY RETURN DATE, I MAY BE SUBJECT TO DISCIPLINARY ACTION AND/OR HAVE CHARGES FILED FOR THEFT OF DISTRICT PROPERTY.	
Signature:	Date:

FOR OFFICE USE: Employee Initials: _____ Condition of equipment: _____ Chk In Date: _____