

Asian Languages and Literature Equipment Checkout Policy

updated Aug 8, 2022

Check out process

- The purpose of this equipment loan program is to accommodate the work-related teaching and research needs of the faculty while their state-funded equipment is being repaired.
- *Faculty* can check out equipment for teaching purposes for **up to 7 days**. We will extend this period on request if availability permits.
- *ASEs* should check out equipment from The Student Technology Loan Program in the basement of Kane Hall, room 035. In emergency cases, ASEs may borrow department equipment needed to facilitate teaching from the main office.
- Reserve Asian L & L loaner equipment by contacting the Dept Program Coordinator (asianpc@uw.edu).
- Users must read, sign, and submit the Equipment Check-out: Terms of Use Agreement before checking out equipment. You may submit the document digitally or bring a physical copy.
- The Program Coordinator will inform you when the requested equipment is ready for pickup.
- If you notice any problems with the equipment, inform the Program Coordinator immediately via email and bring the equipment to the office as soon as possible.

Returning Equipment

- On the day you are scheduled to return your equipment, return it to the Program Coordinator. If they are not available, please return the items to the Assistant to the Administrator.
- The Program Coordinator will check that the equipment and all loaned accessories are present and in good working condition.
- Renewals and extension requests will be granted only if the equipment and all loaned accessories are present and in good working condition.
- Be sure to check for and remove all personal accessories such as USB memory sticks, cables, etc. the Department is not responsible for any files or personal information left on equipment.
- Users demonstrating repeated lateness or other violations may incur a temporary or permanent loss of checkout privilege at the discretion of the Chair.
- Users are responsible for damaged, lost, or stolen equipment and will be charged replacement costs. Because the department cannot accept direct payment from faculty, the user will be responsible for the purchase of replacement equipment at their personal expense within one month of the equipment being reported damaged/missing. Purchased replacements must be new.
- If you have questions before, during, or after use of equipment, please contact the Dept Program Coordinator (asianpc@uw.edu).

Asian Languages and Literature

Equipment Check-out: Terms of Use Agreement

The following Terms of Use apply when you borrow department equipment. Equipment will not be loaned until the signed Agreement is received from you. Before signing this Agreement, please review the terms of use carefully. After you submit this signed form, you will receive a confirmation a copy of the Agreement at the email address that you provided. Asian Languages and Literature reserves the right to modify these Terms of Use and will notify all users should any changes be made.

Because the equipment circulated by the Department is purchased with state funds, it is only authorized to be used for official university work as well as for university academic use. No personal use is authorized.

USE RESTRICTIONS

You agree to:

- Inspect all equipment at the time of check-out and immediately report any defects, damage, or missing pieces you find to the Department prior to completing your check-out.
- Restrict travel with department equipment to within the US. International travel with equipment requires special permission from the department.
- Return equipment to the Department office in person before close of business on the due date.
- Return equipment with all accessories that were present at check-out. Equipment may not be returned by mail or by another person.
- Report any and all damage that was incurred while the equipment was in your possession.
- Accept financial responsibility for any loss, theft, or damage by negligence caused by you or any other person while the equipment is checked out to you.

You agree that:

- You will not loan the equipment to any other person or allow others to use it.
- Upon return of the equipment, you will be liable for any damage or missing pieces that were not reported at time of check-out.
- Renewal requests must be made in-person at the Office, and are contingent upon an equipment inspection, and based on need and availability. We are unable to process renewal requests via email.
- Once equipment has become overdue, it will no longer be eligible to be renewed and must be returned immediately.

Your signature below indicates that you have thoroughly read and understand the Terms of Use and that you agree to abide by them.

Name (first and last): _____

Email Address: _____

Phone Number: _____

I acknowledge and agree to the terms of use set forth in the Equipment Check-out document.

Signature and date: _____