

THIS FORM MUST BE COMPLETED AND HANDED IN / EMAILED PRIOR TO COLLECTING EQUIPMENT

LOAN AGREEMENT FOR EQUIPMENT

Equipment may be borrowed by Walsall Healthcare NHS Trust employees for work purposes.

Borrowing equipment

- All borrowers **must be registered library members**.
- Book items using the [online equipment loan form](#).
- Equipment can be loaned for up to 1 week (subject to availability).

Your responsibilities

- Ensure equipment is stored safely when not in use.
- Borrowers will accept full responsibility for loss or damage to the equipment on loan.
- Full replacement costs will be charged to the department.
- Lost or stolen equipment should be reported to the Library Manager.
- Ensure equipment is returned complete and in working order by return date. Equipment not returned by the due date will incur a fine of £2.00 per day, up to a maximum of £50 per item including any administrative charges following which the **department will be liable for the full replacement**.
- The equipment must only be used for work that is appropriate to the borrower's personal professional development or work related matters. Personal or identifiable data should not be kept on the device, including attaching a password to the device.
- Borrowers should be aware when using the internet that only authorized/appropriate sites must be visited. Infringement may result in revocation of library membership and disciplinary action.
- Any information on the devices when returned will be deleted and not be recoverable.
- Laptops are not supplied with memory sticks. In accordance with Trust policy, all memory sticks must be encrypted to a Trust approved standard. Failure to do so may result in damage to the equipment and loss of data.

Terms and Conditions

- Library staff reserve the right to refuse the loan of equipment, for example, the borrower has outstanding items on loan or has a history of returning items late.
- The equipment remains the property of Walsall Healthcare NHS Trust at all times.
- The borrower and Authorising Manager (Budget Holder) must sign to accept all the conditions of the loan agreement **before** any equipment can be borrowed.

On signing this form, I accept responsibility for taking reasonable care of this equipment. I understand that my department would be held liable for its replacement or repair if reasonable care is not taken.	
Borrower	Authorising Manager (Budget Holder)
Name (Print):	Name (Print):
Signature:	Signature:
	Budget Code: