

EQUIPMENT LOAN AGREEMENT

Equipment may be borrowed by Walsall Healthcare NHS Trust employees

THIS FORM MUST BE COMPLETED AND SUBMITTED PRIOR TO EQUIPMENT COLLECTION

BORROWING GUIDELINES

- All borrowers [must be registered library members](#)
- Book items using the [online equipment loan form](#)
- Standard loan period is 1 week (subject to availability)
- Extensions may be granted upon request (approval at Library Manager's discretion)

BORROWER RESPONSIBILITIES

- Ensure all equipment is stored securely when not in use
- Accept full responsibility for any loss or damage whilst in your possession
- Report lost or stolen equipment immediately to the Library Manager
- Return equipment complete and in working order by the due date
- **Your department is liable for full replacement cost for lost or damaged items**

ACCEPTABLE USE POLICY

- Equipment is for professional development and work-related purposes only
- Do not store patient, personal or identifiable data on devices
- Do not attach passwords to devices
- Only visit authorised/appropriate websites in accordance with Trust policy
- Violation may result in revocation of library membership and disciplinary action
- All information on returned devices will be permanently deleted

TERMS AND CONDITIONS

- Library staff reserve the right to refuse equipment loans, for example, the borrower has outstanding items on loan or has a history of returning items late
- All equipment remains the property of Walsall Healthcare NHS Trust
- Both the borrower and Authorising Manager (Budget Holder) must sign this agreement **before** equipment can be borrowed

By signing below, I confirm I have read and accept all conditions of this loan agreement. I understand my department will be held liable for replacement or repair costs if reasonable care is not taken.

Borrower	Authorising Manager (Budget Holder)
Name (Print):	Name (Print):
Signature:	Signature:
	Budget Code: