



St John's College Junior Common Room Agreement of borrowing JCR IT equipment

Last updated February 2022

Rules for borrowing JCR IT equipment:

- a. The equipment is the responsibility of the person signing it out.
- b. Only the person signing it out will use the equipment.
- c. The equipment will be stored securely when not in use and never left in a public place unattended (including locations such as libraries and cafes).
- d. Any damage to the equipment or peripherals will be reported immediately.
- e. The person signing out the equipment will pay, in full, the cost of any repairs if it is damaged whilst they have it signed out, or if damage is discovered when it is checked on return.
- f. The person signing out the equipment will pay the full replacement cost of the equipment (and its associated peripherals) if it is not returned.
- g. If the equipment (and/or its associated peripherals) is stolen whilst it is signed out, the person signing it out must obtain a police crime reference for the theft.
- h. The person signing the equipment will also be liable to pay the full cost of replacing the equipment (and/or its associated peripherals) if it is not recovered after being stolen, or if, on recovery, it is damaged and requires repairs.
- i. The person signing out the equipment must comply with College and University IT regulations, at risk of being issued a fine through the Senior Dean.
- j. The person signing out the equipment is responsible for removing their personal documents/photos/music/other files before returning the equipment.
- k. Any incurred costs for repairs or replacements may, with the approval of the Senior Dean, be added to the battels of the person signing out the equipment.

I, signed below, agree to be bound by the above rules for borrowing JCR IT equipment.

Name:

Room:

Email:

Item to be loaned:

Date of loan:

Agreed date of return:

Signed:

I, signed below, ratify the loan of the above equipment, subject to the above rules.

Issued by:

Signed (issue confirmation):

Date of return:

Signed (return confirmation):

Condition upon return: