NORFOLK STATE UNIVERSITY
IPOD EQUIPMENT CHECK-OUT/CHECK-IN LOAN AGREEMENT

Full Name: _____
(Please print) Last name First name Middle Initial

SSN or Student ID Number: _____

Address: _____
(Please print) Street City State Zip

Phone: _____ Email Address: _____

Instructor Name:_____
(please print) Last name First name Middle Initial

Course Name and Number: _____

iPOD Equipment Checkout List

NSU ID No. _____ iPOD Serial No. _____

☐ Earphone ☐ USB 2.0 cable ☐ Dock adapter ☐ Case:

FOR OIT USE ONLY
Verified by:
_____
Date: _____

Please note that all equipment must be returned ____/____/____.
Failure to do so may result in punitive actions.

iPOD Equipment Check in List

Status:	☐ Damage	☐ Good	☐ Fair
Broken:	☐ Yes	☐ No	
Need Service:	☐ Yes	☐ No	

Accessories

Earphone	☐ Missing	☐ Good	☐ Fair
USB 2.0 cable:	☐ Missing	☐ Good	☐ Fair
Dock adapter	☐ Missing	☐ Good	☐ Fair
Case:	☐ Missing	☐ Good	☐ Fair

FOR OIT USE ONLY
Examined and Verified by:
_____
Date: _____

I have read and understood all of the above conditions. I agree to abide by these conditions and voluntarily enter it as indicated below by my signature. By signing this agreement, the Borrower and his/her Parent or Guardian indicates to use this equipment for the purpose of participating in the project of educational program at Norfolk State University. I agree that the equipment will be treated with care, with the understanding the Borrower, Parent or Guardian will be fully responsible for any cost associated to misuse, loss, or theft.

_____ _____
Student Signature Date OIT Signature Date

_____
Parent/Guardian Signature Date

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I understand the equipment is the property of Norfolk State University and agree to the following terms and conditions to that (1) the equipment identified in this agreement which is checked out in my name. _____ (Init)

1. I understand this agreement may be terminated any time at the discretion of Norfolk State University in which the equipment will be returned under the same terms and conditions. _____ (Init)
2. I understand and agree not to allow any other individual or entity to use the equipment for the entire time in which the equipment is assigned to me. _____ (Init)
3. I understand and agree not to use the equipment for anything other than its intended purpose of the iPOD project for the course specified in this agreement. Any misuse of the equipment other than intended Norfolk State University has the right to terminate this agreement and confiscate the equipment. Future equipment loan to student will not be issued. _____ (Init)
4. I understand to return the equipment and all accessories as listed on the check out and check in form at the end of the class semester (____/____/____) or upon class withdrawal and/or project termination. Further I understand the listed equipment will only be checked in to the OIT Help Desk located in the Lyman Beecher Brooks Library room 141 on the first floor. _____ (Init)
5. I understand I will be responsible to replace or for the cost of replacement for missing or lost equipment. And I will report missing or lost equipment immediately to the OIT Help Desk located in the Lyman Beecher Brooks Library room 141 on the first floor..

   Lost or stolen equipment will be reported to the campus police. A police report will be turned in to the library lab prior to releasing the student from loan obligation. The liability of the student will be determined by the circumstances of the loss or theft by a review body. New equipment will not be reissued. _____ (Init)
6. I understand I will return damaged equipment to the OIT Help Desk located in the Lyman Beecher Brooks Library room 141 on the first floor. New equipment will not be re-issued. _____ (Init)
7. I understand failing to return the equipment, Norfolk State University shall have the right to treat the equipment as stolen property and take all necessary actions to recover it in accordance with governing law, including but not limited to disclose personal information contained in this record as provided in NSU Code of Conduct.

   The following code may be applied to inappropriate behaviors:

   * Unauthorized access, use or misuse of University property including, but not limited to: attempting to leave the library with library materials which have not been properly borrowed; unauthorized use or misuse of computer equipment, computer accounts, computer software and hardware; or misuse or University telephones.

   * Conduct deemed unlawful by the criminal statutes of the Commonwealth of Virginia or the United States of America and contact that endangers or threatens the security of the University community. _____ (Init)
8. I further understand and agree to indemnify and hold the Board of Trustees of Norfolk State University, its official and employees harmless from and against any and all claims arising from or relating to any use of the equipment while it is checked out under my name. _____ (Init)

I have read, initialized, and understood all of the above conditions. I agree to abide by these conditions and voluntarily enter it as indicated below by my signature. By signing this agreement, the Borrower and his/her Parent or Guardian indicates to use this equipment for the purpose of participating in the project of educational program at Norfolk State University. I agree that the equipment will be treated with care, with the understanding the Borrower, Parent or Guardian will be fully responsible for any cost associated to misuse, loss, or theft.

_____ _____
Student Signature Date OIT Signature Date

_____
Parent/Guardian Signature Date