

iPOD EQUIPMENT – LOAN AGREEMENT SUPPLEMENTAL

Student Check out and Check in Procedure

Thank you for participating in the iPOD research project. To insure all participants receive the necessary equipments in an orderly fashion, all project participants must use the following procedure for the check-out and check-in of loaned equipment:

Equipment Check-out

1. You will be asked to participate in a survey as part of the research study. Please take any necessary surveys under the direction of your instructor. This information will be retained by the instructor of your respective class.
2. Bring your Student ID and completed *Informed Consent* and *Loan Agreements* to the OIT Help Desk located in room 141 on the first floor of the Lyman Beecher Brooks Library Building at Norfolk State University.

Pick-up hours for the iPOD equipment will be M – F from 8:00 am – 5:00 pm only. For directions please call the Library Desk at (757) 823-8517 or (757) 823-2436.

3. With the assistance of the designated library personnel, complete and initial your loan agreements. A copy of your agreement will be given to you and will be needed to complete the check out process. Please keep a copy of this agreement for the term of your participation in the project.
4. Proceed to the library circulation desk located on the first floor of the library to complete the check-out process. You will need the copy of your loan agreement received in step 2 to complete this step.

Equipment Check-in

1. The return of the IPOD and accessories will be accomplished at the OIT Help Desk located in room 141 on the first floor of the Lyman Beecher Brooks Library Building at Norfolk State University. A copy of your loan agreement with a return date will be given to you by the library lab personnel.
2. Check-in shall occur on or before the completion of the class semester, or upon the withdrawal from the research study class which you are a participant of.

**** Please note that all equipment must be returned no later than December 7th, 2007. Failure to do so may result in punitive actions ****

I have read and understand this procedure: Name: _____,

Date: _____, Initials: _____