



Student Equipment Loan Permission Form

- Students must have a signed permission form
- Students may only borrow equipment for coursework
- Students borrowing equipment must sign for and pick up equipment themselves
- A valid BuckID is required to reserve and receive equipment
- All items are subject to availability
- For information on rates and restrictions, please visit <http://lt.osu.edu/equipment/>

In an effort to observe OSU's Minimum Computing Security Standards, **Classroom Services laptops are erased of all data stored on the hard drive upon reboot. Sensitive or personal data should not be stored on loan laptops.**

Classroom Services reserves the right to deny equipment to students that violate restrictions, return equipment late without regard for others, or abuse the equipment physically.

Classroom Services may contact your instructor or the Registrar's Office in order to recover equipment and/or fees incurred from negligent use; grades may be withheld if any charges are delinquent. Late returns will incur a charge of \$10 per item + the daily rental fee.

Student (print): _____

OSU Email: _____@osu.edu

Phone Number: _____-_____-_____

Signature: _____

Date: _____

* You are responsible for the cost of repair or replacement of any equipment damaged while borrowed under your name. Overdue fee is \$10.00 per day per item. Grades may be withheld if any charges are delinquent.

Instructor (print): _____

OSU Email: _____@osu.edu

Phone Number: _____-_____-_____

Department: _____

Course Name / Number: _____

Quarter: _____ Year: _____

Signature: _____

Date: _____

* Your signature will permit this student to borrow equipment needed for coursework for the indicated quarter only. Classroom Services may need your cooperation in the event the student damages or loses the equipment or incurs late fees.