

SIGN-OUT PROCEDURES AND CONDITIONS OF
LENDING AGREEMENT

All hardware components, accessories and software must be signed-out in the DCP Office located at 4909 Math Sciences Building. The Lending Agreement Form must be signed and completed in full. The conditions outlined below must be agreed to before any hardware components and/or software can be released by DCP.

1. The DCP is not obligated to loan hardware components and/or software to any Individual.
2. The duration of the loan is **two weeks**. Extensions may be granted depending on availability and a one-day hold is required.
3. Computer hardware components and software must be returned by the close of business on the due date (5:00 p.m.).
4. The DCP reserves the right to recall any hardware components and/or software at anytime for any reasons it so deems necessary.
5. The Undersigned agrees to abide by all copyright regulations.
6. The Undersigned fully understands that they are solely responsible for the computer hardware components and/or software, including incidents of misuse and theft. In addition, the Undersigned may be held **liable and financially responsible** for any lost, damaged or misappropriated hardware components and/or software.
7. The Undersigned agrees to **not** distribute or lend signed-out hardware components and/or software to other individuals.
8. The Undersigned agrees to **not** copy, transfer, or replicate in any way shape or form the signed-out hardware components and/or software.

I, _____ [PRINT NAME], have read and understand the above conditions and agreement. I will abide by all policies and conditions set forth by the UCLA Disabilities and Computing Program.

Signature

Date

University Identification No.

Other Identification No.

Daytime Telephone No.

****ATS STAFF USE ONLY – DO NOT COMPLETE ANYTHING BELOW****

Date Out:
Date Due Back:
Date Returned: _____

Hardware Components/Software Signed Out: _____

Authorization Signature: _____