



## Health Sciences Library Equipment Lending Agreement Form

The following equipment is available for checkout from the Donald and Barbara Zucker School of Medicine at Hofstra/Northwell, Health Sciences Library: iPads and video camera with tripod. The equipment can be checked out and signed for at the Circulation Desk in the Health Sciences Library. Faculty, staff, and students may use the equipment, at no charge, to support School of Medicine curriculum and activities.

### Lending Policy

- All equipment must be used to support School of Medicine curriculum and activities.
- All equipment must only be returned to and checked in by library staff. All equipment must be returned in the same condition in which it was given. Borrowers may not make any permanent modifications or repairs to equipment. All components, (e.g. the charging cable, tripod) must be returned at the same time. **Never place equipment in the book return box.**
- All equipment must be checked out to an individual person.
- Any personal downloaded apps or documents may be erased from the equipment when returned.
- Equipment checkouts and returns must take place during staffed hours of 8AM – 7PM.
- Any damage to or loss of equipment must be reported to the library staff immediately.
- If the equipment is lost, stolen, damaged, or not returned, I agree to make payment in full to cover the cost of replacement of such equipment. If I am a medical student, I agree that the cost for the replacement of the equipment will be applied to my student billing account and nonpayment may prevent registration, the issuing of official transcripts and diplomas, and/or any other benefits afforded by Hofstra University.
- If the student uses the equipment to record a Hofstra-related event, all legal rights to any and all photographs, videos, audio recordings and/or content produced by the student at the event shall irrevocably, exclusively, unconditionally and perpetually belong to Hofstra University, on behalf of the Zucker School of Medicine. Student shall retain no rights in the content and hereby expressly waives and relinquishes any rights to the content.
- In using the equipment, I will comply with all applicable federal, state, and local laws, rules, and regulations, including but not limited to copyright laws. I will not perform any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing nor will I upload copyrighted content to any social networking sites. I understand that performing such unauthorized distribution may subject me to civil and criminal liability.
- Late fees will be charged if the equipment is not returned by the due date. Borrowers will be charged **\$10/day**.
- Remove the video files from the equipment before returning the item to the library.

Use of the School of Medicine equipment must comply with Hofstra University's [Computer Networks Acceptable Use guidelines](#). Lending policies can be found on the Health Sciences library website: <http://medicine.hofstra.edu/library>. If you have any questions, please contact us at [medicine.library@hofstra.edu](mailto:medicine.library@hofstra.edu).

**Yes, I have read and understand the *Health Sciences Library Equipment Lending Policy*. By signing this form, I agree to abide by these policies.**

I am (circle one):  Faculty  Medical Student  Staff

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Office Use:**

\_\_\_\_\_  
Staff Initials

Revised 5/16/17