UNIT # _______________  BORROWER'S NAME:  
(laptop/projector# from label)  (Please list last name then first name)

DATE: _______________  LAB ASSISTANT NAME: _______________

WEBSTER UNIVERSITY
USER SERVICES – EQUIPMENT CHECKOUT

CHECK OUT USER INFORMATION:  EXPECTED RETURN DATE:
Department: ______________________________
Email: ____________________________________
Telephone #: ______________________________
Borrower’s Signature: ______________________
Borrower’s Role: (CHECK ONE)
   [ ] FT Faculty
   [ ] Adjunct Faculty
   [ ] Visiting Professor
   [ ] Staff

RETURN INFORMATION:
Checked-in by: __________________________
Date: _______________

CHECK OUT WEEKLY: (write dates next to boxes)
   [ ] ___________  [ ] ___________  [ ] ___________  [ ] ___________
   [ ] ___________  [ ] ___________  [ ] ___________  [ ] ___________

CHECK OUT EQUIPMENT INFORMATION:

(PLEASE LIST ANY ADDITIONAL EQUIPMENT/SOFTWARE GIVEN TO BORROWER ON LINES ABOVE)

EQUIPMENT BORROWING POLICY:

Only current Webster University faculty and staff can check out computer equipment.
A three day period is the maximum checkout time of any one piece of equipment. If needed for
a longer time period, the purpose for the equipment must be confirmed and approved by a
manager.
Borrower must complete the Equipment Checkout Agreement before equipment is checked out.
Borrower agrees to treat this equipment with the same care provided to similar personal
property.
Faculty & staff must personally pick up and drop off equipment in SVER 107 during DTS’ normal
business hours.
Allow 10 minutes for equipment inspection by DTS staff member when equipment is returned.
Borrower’s Webster ID may be copied and held at DTS Desk until equipment returned.
Laptop check-outs are available on a first-come, first-serve basis.
Use online reservation form or contact Lab Assistants (x8623) to reserve laptops. We cannot
guarantee availability without advanced notice.
Special software needs should be submitted 2 weeks in advance and are subject to licensing,
availability and hardware requirements.
Assistance with laptop and projector setups is available during DTS’ normal business hours.
Arrangements should be made in advance and are subject to hardware availability.
Borrower agrees and understands that Webster University assumes no responsibility for loss or
damage to borrower’s personal property through use of the laptop.
Special software needs are contingent upon licensing, availability and hardware requirements.
It is your responsibility to make a backup copy of any files you need saved prior to returning
the laptop. DTS frequently re-images checkout laptops and your personal files will be lost.
DO NOT LEAVE A LAPTOP UNATTENDED
Borrower should immediately report any equipment problems to a Lab Assistant (x8623)
(word: checkout2009)