



Frank Lee Martin Memorial Library  
University of Missouri

**Equipment Agreement Form Journalism Majors ONLY**

Patron Name: \_\_\_\_\_ ID# \_\_\_\_\_

Mizzou email: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate email: \_\_\_\_\_

Borrowing equipment is a privilege, not a right, **restricted to Journalism MAJORS only.**

**If you do not return your equipment on time, a \$2.00 an hour or \$10.00 per day fine will be charged to your university account with a maximum of \$100 per piece of equipment. If you violate the rules multiple times, your privileges may be revoked.**

**If you keep the equipment until it is billed, you will be charged the replacement cost. See cost list at front desk or <http://libraryguides.missouri.edu/equipmentagreement>. If you lose or break a piece of equipment you need to contact Karen Marshall [marshallkk@missouri.edu](mailto:marshallkk@missouri.edu) to discuss buying an exact replacement or getting the item repaired.**

**Please check after reading:**

\_\_\_\_\_ I accept full responsibility for the equipment, and peripherals that I am borrowing.

\_\_\_\_\_ I will reimburse the Journalism Library the full cost of repairing or replacing any of this equipment should they become damaged or lost while checked out in my name.

\_\_\_\_\_ I agree to pay any overdue fines that may occur pursuant to the MU Libraries Equipment Replacement Policy.

Each item will be inspected upon checkout and return for the following:

Physical Condition - Carrying Case - Additional Cords When Applicable - Powering Up

\_\_\_\_\_ Should I refuse or fail to return library equipment, I understand that the Journalism Library may refer the account to the MU Student Conduct center as a disciplinary matter.

\_\_\_\_\_ I understand when the equipment is due.

I acknowledge that damage to any of the above components may result in charges to my library account.

With my signature below, I verify that I have read, understand, and agree to abide by all guidelines in the Journalism Libraries Equipment Policy and

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Staff initials \_\_\_\_\_