



**Frank Lee Martin Memorial Library
University of Missouri**

Equipment Agreement Form All Students

Patron Name: _____ ID# _____

Mizzou email: _____ Phone: _____

Alternate email: _____ JOURNALISM MAJOR _____

Borrowing equipment is a privilege, not a right.

If you do not return your equipment on time, a \$2.00 an hour and \$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 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 or Sue Schuermann schuermanns@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.

Borrower's Signature: _____ Date: _____

Library Staff initials _____