

### Your details

Name ..... Library / staff card no. P.....

Faculty/School/Course .....

### Loan dates

From ..... DD / MM / YYYY ..... to ..... DD / MM / YYYY .....

### Place of use & purpose of loaned equipment

.....

.....

.....

.....

### Equipment

(Staff use only)

Manufacturer

Model

Serial no.

Est. value

|       |       |       |       |
|-------|-------|-------|-------|
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |
| ..... | ..... | ..... | ..... |

Total est. value .....

### Declaration

I have previously read and signed the **AV Equipment Loan Agreement** form **AV1**. I understand I will be liable for any loss or damage to the above equipment for the duration of the loan. I am aware I need my own insurance for overseas use and will provide policy details before taking equipment if applicable.

Signed  ..... Date .....

Authorisation ..... Date .....

*If equipment is lost, damaged or stolen or if you think you will have problems returning equipment on-time you must inform stores immediately.*

☐ Req. Insurance co. .... Policy no. ....