



THE UNIVERSITY OF
TOLEDO
1872

Judith Herb College of Education Equipment Checkout System: **FACULTY and STAFF Agreement**

Carver Resource Center

I certify that I am currently a member of the faculty or staff of the Judith Herb College of Education (“Judith Herb COE” or “the college”) at The University of Toledo (UT). By signing this form, I agree to abide by the conditions specified in this agreement. I also agree to abide by the “Judith Herb College of Education Equipment Checkout System Policy Statement.”

1. **I am personally responsible for all equipment I check out. I am also personally liable for any damaged and/or missing equipment I check out.**
2. I must present a valid UT faculty or staff ID to check out equipment from the Judith Herb COE.
3. I may not check out more than one (1) of any type of equipment (e.g., laptop) at the same time.
4. I will return all items I have checked out within the specified time. All items are to be returned to the same location where they were checked out.
5. **Equipment must be returned at least 30 minutes before closing time of the Carver Resource Center WITHIN ONE WEEK AFTER IT IS BORROWED.** If more time is needed, permission of the Coordinator of the Center or designee is required.
6. **If equipment is returned late twice in the same semester, I will not be eligible to borrow equipment for the remainder of that semester.**
7. **I will be charged for missing or damaged equipment checked out to me.** I will be personally responsible for paying **the full replacement cost** of the item(s) borrowed.
8. All costs incurred will be assessed through payroll deduction, if I am still employed at UT, or through other means. Further action may occur through criminal proceedings.
9. Any attempt to deceive employees of the Judith Herb COE will result in loss of all access privileges for period to be determined by the Coordinator of the Carver Resource Center or designee.
10. Exceptions to the above conditions may be made by the Coordinator of the Carver Resource Center or designee.
11. Appeals may be made following the established procedures for the Judith Herb COE. My right to appeal is limited to those procedures. Decisions made by designated appeal bodies are final.

Signature: _____ Date: _____

Name (*print*): _____ Position: _____

Job Title/Department: _____

UT Phone extension: _____ UT Email Address: _____@utoledo.edu

IMPORTANT: You **must** use your University of Toledo email address (e.g., “john.smith@utoledo.edu”).

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Comments: _____

THIS AGREEMENT IS SUBJECT TO CHANGE BY AUTHORIZED JUDITH HERB COLLEGE OF EDUCATION PERSONNEL.