



**The Hong Kong University of
Science & Technology**

Information Technology Services Center
Service Desk, Room 2021, 2/F (Lift 2)
E-mail : etloan@ust.hk

AV Equipment Long Term Loan

User Name :	User Title/Dept. :
Borrower Name :	Borrower Title/Dept. :
Borrower Ext. :	Borrower Staff I.D. :
	Borrower Email :

I request to borrow the AV equipment listed below for a period of _____ week(s) / month(s) / semester(s)*, starting from ___ / ___ / ___ to ___ / ___ / ___ (both days inclusive) for *teaching / research / other University related activities**. (Course / Research* Title and Code : _____)
(Activity / Special* Function Name and Nature : _____)

* Delete as appropriate

Equipment Requested : (Ref. : CK-)

	Item Description and the Venue to be used	Quantity	Call Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Borrower Signature :	Date :
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For Approving Officer Use :

Case Reference

For Loan Counter Staff Use :

Handle By :	Handle By :	ITSC Chop
Borrow Date :	Return Date :	



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Reminder to Borrower / User

1. Equipment is loaned out solely for teaching or research purposes unless otherwise specified by you and duly approved by the Head (ITAV) or Director of ITSC. **Any unauthorized use is not allowed.**
2. Those who request, borrow, or use any of the loan item(s) are liable to be charged for the loss or damage of the equipment while it is on loan to them.
3. You are advised to use the form below to report any loss or damage of equipment in respect of this loan.
4. ITSC reserves the right to call back, in part or full, any items on loan whenever deemed necessary.
5. You will receive an email confirmation regarding the loan. You may also request for a hard copy of this loan for your own record.

ITSC Equipment Loss/Damage Report

To:	Head, IT Technical Service & AV Technology, ITSC		
From :	(Name)	(Dept.)	
	(Tel.)	(Email)	
Date :			
Details of the loss / damage of the equipment			
Loan Ref. No. : CK-	Borrowed on :	/	/ (DD/MM/YYYY)
Loss / Damaged item(s) & Call Number(s) :			
Description :			

Signature : _____
Date :