



Equipment Loans Form



Name: _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Equipment Borrowed

Equipment	Serial Number	Number borrowed
Project Laptop		
Scanner		
A3 Scanner		
Colour Printer		
Digital Recorders		
Digital Cameras		
Digital Video Camera		
Memory Stick		
Headphones		
Extension Cable		
Projector		

Date equipment received: _____

Return date: _____

I agree that the equipment was in good working order when I received it (please note any faults overleaf). I agree to return the equipment in the same condition that it was received. WYAS reserves the right to request the return of loaned equipment at any time.

Signature: _____

Signed on behalf of WYAS: _____

Loan of Equipment Terms and Conditions

- 1) All equipment is offered on a self-collect and return basis.
- 2) The named individual is responsible for any equipment loaned to them.
- 3) Individuals must check that the equipment is in good order and complete when it is issued to them, and on its return.
- 4) In the event of loss or damage (fair wear and tear taken into consideration), the individual may be held financially responsible for the repair or replacement of said equipment up to set maximums of: Laptop: £1000, Scanner: £100, Colour Printer: £200, Digital Recorder: £800, Digital Camera: £250.
- 5) A police report must be made immediately by the individual on discovery of any loss or theft, and the issuing officer informed.
- 6) The equipment should be returned to the West Yorkshire Archive Service on the date specified.
- 7) The equipment remains the property of the West Yorkshire Archive Service and may be recovered at any time by the West Yorkshire Archive Service.
- 8) The equipment should not be passed onto a third party under any circumstances, unless sanctioned by the West Yorkshire Archive Service.
- 9) The above terms and conditions may be subject to change as deemed necessary by the West Yorkshire Archive Service.