



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK
Professional Education Unit

Borrowed Equipment Agreement Form

Teacher Candidate: _____

Banner #: _____

SUNYCard ISO #: 5081 2815 _____ Department: EHD KSSPE

Before signing, please **READ** the following carefully:

- I understand that the borrowed equipment is property of The College at Brockport and should only be used for appropriate educational activities as outlined by the Professional Education Unit.
- I agree to use the equipment in accordance with all applicable policies of the Professional Education Unit including the Guidelines for Candidate Use of edTPA videos.
- I agree to protect this equipment from theft and/or damage. I will not leave it unattended or unsecured.
- If I experience any problems with this equipment, I agree to return it immediately to a supervisor at the Drake Memorial Library Circulation/Reserve Desk and explain the problem. (Teacher Candidates outside the Brockport/Rochester area should contact their College Supervisor for assistance).
- I understand that this device is loaned for the period of one (1) quarter of the fall/spring term and I am allowed to renew eligible equipment unless I have a library obligation that is preventing me from doing so.
- I agree to remove all data and/or files from the equipment before returning it to the library.
- I am responsible for saving and backing up all work to a flash drive or other storage medium for all devices.
- I understand that the entire **Electronic Device Equipment Policy** is available on the Drake Memorial Library's website and that I am bound to any additional policies outlined therein.
- **I understand that any lost, damaged or stolen devices and/or accompanying accessories are my financial responsibility and that the replacement cost of this equipment will be based upon current market rates or list price of the device which is to be assessed after reporting the loss to the Drake Memorial Library along with an additional processing fee. I agree that if I fail to return the equipment, and/or if I fail to pay for repair/replacement of the equipment, a hold will be placed on my College at Brockport student account. This hold will result in the denial of all College at Brockport services, including transcript release, diploma release and registration privileges for the current and/or future terms.**

Your signature below means that you agree to all of the above and are responsible for the care and custody of the device that you have signed out from Drake Memorial Library. This agreement only needs to be signed the first time you borrow equipment. Above said conditions apply every time you borrow any device hereafter.

Signature of Teacher Candidate: _____ Date: _____