



Attn: Jennifer
22 Whitney Place
Saratoga Springs, NY 12866
www.sals.edu
(518) 584-7300

PIM Loan Request Form

Library: _____

Loan period requested: _____

Do you need the hardware for wireless access? **YES / NO**

By signing the following, you are agreeing to:

1. Provide security for the equipment during the loan period.
2. Only use the equipment in your library.
3. Follow all instructions regarding the care and use of the Tablet PC.
4. Return the equipment at the end of the agreed loan period.

The library assumes responsibility for loss of equipment or accessories, for damage caused by misuse or abuse.

Director

Staff use only

Sent: (date/initials)

___ Tablet PC – indicate model – LE800 / LE1600 – bump case, power adapter, and pen

___ Wireless Access Point – power adapter

___ Accessories – USB barcode scanner, cleaning cloth, 3 CAT5 cables, documentation

Return check: (date/initials)

___ Tablet PC – indicate model – LE800 / LE1600 – bump case, power adapter, and pen

___ Wireless Access Point – power adapter

___ Accessories – USB barcode scanner, cleaning cloth, 3 CAT5 cables, documentation

Revised 1/1/2011