

IT Equipment Loan to Graduate Research Students Agreement and Checklist

The University Department of Rural Health, Tasmania agrees to loan the following IT equipment as indicated in the checklist of this agreement to the undersigned client on the following terms and conditions:

1. At all times the undersigned client remains personally responsible for the use and care of the IT equipment during the loan.
2. Any and all use of the IT equipment must conform to University of Tasmania guidelines regarding appropriate access to University and other external databases, and to all copyright regulations.
3. Software is not allowed to be copied onto or from the computer (computer item only) without the written or Electronic Mailed permission of the Director of the University Department of Rural Health or her/his nominee, and software must not be deleted or modified without such permission; no modifications may be made to operating systems or hardware without such permission.
4. The client undertakes that all possible precautions will be taken to protect the IT equipment against theft, including undertaking that the IT equipment will not be left unattended in vehicles, or within unlocked rooms at any time.
5. Any loss, damage or malfunction of the IT equipment will be reported to the Secretary of the University Department of Rural Health within one working day of any such occurrence.
6. Where damage, malfunction or loss of the IT equipment is a result of the negligence of the client, he/she will be liable for the full cost of the consequent repair or replacement of the IT equipment.
7. Care for IT items on loan:
 - a. Do not expose items to direct sunlight for long periods;
 - b. Handle items gently;
 - c. Do not expose items to water or extreme heat;
 - d. On travelling, keep items as hand luggage;
 - e. If travelling overseas, insurance is required at your own cost.

8. The maximum loan period is 6 months. However, the user can renew the loan twice for one month each time. Following this, any further loan must be negotiated with the Graduate Research Coordinator. The loan is subject to availability. If the user wants to loan or renew, please send a request to ICT Support Officer at Chris.Mckay@utas.edu.au or Phone: 6324 4014.
9. The user must inform us in writing if he/she intends to take the IT equipment out of the state. This request must be approved by the Head of Department before taking IT equipment out of the state.
10. Late return (after due date) may result in the suspension of the users' right to renew or loan IT equipment.
11. The full cost (i.e. as stated on the invoice) of the laptop will be billed to the borrower if the laptop is not return to the department at the end of the loan period.

I agree to the loan of the following items as indicated below and accept the terms as specified within the agreement.

1. Borrower Details:

- a. Title: Full Name:
- b. Organisation:
- c. Address:
- d.
- e. Phone: Fax:
- f. Email:

2. Item:

3. Serial number:

4. Asset number:

5. Asset purchase price:

6. Hardware checklist:

- DVD/CD RW Combo Drive (installed):
- Battery (installed):
- Floppy Drive (installed):
- Network Cable:
- Phone cable:
- External Mouse:
- Power pack (AC Adapter):
- AC Adapter power cable:
- Travel module:
- TV/digital audio adapter cable:
- Track stick cap:
- Thin mouse pad:
- User's Manual:

- Spare Battery:
 - Carry case:
 - Locking mechanism:
 - Other Accessories: _____
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7. Software checklist:

- Windows XP Professional SP2 UDRH SOE:
- MS Office 2003
- Shockwave Player 10
- Flash Player 7
- Quicktime Alternative 1.34
- McAfee VirusScan Enterprise 7.1.0
- Adobe Acrobat Reader 6.0.2
- Roxio Easy CD Creator 5.3.5.10
- EndNote 7.0
- Cisco VPN Client 4.0.5:
- Dial up Networking:
- Wireless Client (Secure W2 2.2):

8. Date loan: / ... /

9. Date returned: / ... /

Signed: Witnessed:

Name: Name:

Date: / ... /