

Computer and Technology Services
Resource Check Out Form

Check out of resources from the Computer and Technology Services department is a privilege of students, faculty, and staff at Ivy Tech State College Richmond/Connersville. In order to ensure that resources can be made available to all users, we ask that you comply with the following guidelines. Please initial each guideline as you read it.

_____ You are authorized to **install** this product on your home computer for the purposes of completing assigned work related to employment at Ivy Tech or on the condition that you are a student currently enrolled in applicable CIS courses at Ivy Tech. At such time as you are no longer employed by the College and are no longer a student of the College (or are not enrolled in classes which utilize this software) you are required to uninstall the product from your hard drive.

_____ You are **NOT** authorized to make a copy of this software. This includes copies made to portable storage devices such as CD, Zip disk, or portable hard drive; or non-portable storage devices such as hard drives, network drives or web servers.

_____ You must return this material to the Computer and Technology Services office on or before 5 p.m. on _____. Failure to do so will result in a fine of \$10.00 per business day for the first nine (9) days. Should you fail to return the media by 5 p.m. on the 10th business day (_____) or if the media is lost or stolen, a media replacement charge will apply.

Please sign that you have read and understand the information provided in this check out agreement.

Signature _____
Date

Name: _____ Student ID: _____

Address: _____

Phone Number: _____

Email Address: _____

<p>Technology Staff Use Only: Student, Faculty or Staff status verified: _____ Course: _____ Term: _____ Item # being checked out: _____ Date of check out: _____ Date of return: _____ Referred to Business Office on: _____ Staff SIGNATURE: _____</p>
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