

**FLORIDA COMMUNITY COLLEGE**  
**KENT CAMPUS LIBRARY**  
**ELECTRONIC EQUIPMENT CHECK OUT**

Borrower's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reason for checkout: \_\_\_\_\_

Department: \_\_\_\_\_ Room Number: \_\_\_\_\_

Date of checkout: \_\_\_\_\_ Date Due: \_\_\_\_\_  
Date Returned: \_\_\_\_\_

Description of Equipment: \_\_\_\_\_  
Description of Accessories: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_  
Model Number: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Barcode Number: \_\_\_\_\_

Condition of Equipment upon checkout: \_\_\_\_\_

Please circle location of use:            **ON CAMPUS**            **OFF CAMPUS**

Please give specific location if property is to be used off campus: \_\_\_\_\_

**Borrower assumes full responsibility for the security and safety of the above equipment while in their possession. Borrower is responsible for repair/replacement of equipment in the event of property damage or loss. This property should not be used to violate any copyright laws. Any and all problems with equipment are to be noted upon return.**

Borrower's signature \_\_\_\_\_ Authorized Signature \_\_\_\_\_

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STAFF USE ONLY

Property received and Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment condition upon return: \_\_\_\_\_

Comments: \_\_\_\_\_

Borrower's Signature \_\_\_\_\_ Authorized Signature \_\_\_\_\_