

# OTAP Equipment Loan Agreement

Name of Borrower: \_\_\_\_\_ Position: \_\_\_\_\_  
(Person responsible for equipment)

Name of Borrower's Supervisor: \_\_\_\_\_

Agency: \_\_\_\_\_ County: \_\_\_\_\_  
(where you want the equipment delivered.)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
(best place to reach you)

Work E-Mail: \_\_\_\_\_ Home E-Mail: \_\_\_\_\_

**In borrowing from the Oregon Technology Access Equipment Loan Library, I agree to:**

- (1) Obey Software Copyright Laws.
- (2) I Will Not Make A Copy And Will Remove Borrowed Programs From My Computer Hard Drive Upon Returning Original Software To OTAP.
- (3) Assume Responsibility For Returning Equipment On Time (via Ups).
- (4) Return Equipment Immediately If It Ceases To Operate.
- (5) Assume Financial Responsibility For Repairing The Equipment If It Is Damaged As Result Of Neglect Or Carelessness.
- (6) Reimburse OTAP At The Current Market Value If The Equipment Is Lost Or Damaged Beyond Repair.
- (7) I Understand That If I Do Not Keep This Agreement My Loan Library Privileges May Be Revoked.

(Mac 9.2 or 10.1.1 ect. Windows 2000, XP, Vista)

Type	Item#	Description	Mac OS	Windows OS

\_\_\_\_\_  
**(Borrower's Signature)**

\_\_\_\_\_  
**(Date)**

When shipping the equipment that you borrowed back to OTAP please be sure to insure it, you are responsible for the items borrowed until we receive them. This is a measure to protect you from unnecessary costs of replacing items if lost or damaged during shipping. Below is a list of replacement costs for high end items.

Although the list does not include the low end items, make sure you also insure those, especially if you borrow several items at a time.

Thank you.

Please insure the devices you ship for the following amounts;

Dynamyte	\$6000
Mightymo	\$3500
Mimimo	\$3000
Chat PC	\$3500
Vantage	\$7000
Lightwriter	\$3500
Cheaptalk8	\$200
Tech talk	\$300
Chatbox	\$400
Link	\$1000
MT4	\$6500
DV4	\$7500
SpringBoard	\$3000
Tango	\$6700

Fax to 541-957-4808 or mail to Kim Philpott 1871 NE Stephens Roseburg, OR 97470 Questions for Kim 541-440-4759 [kim.philpott@douglasesd.k12.or.us](mailto:kim.philpott@douglasesd.k12.or.us) or Shar 541-440-4793 [shar.burgoyne@douglasesd.k12.or.us](mailto:shar.burgoyne@douglasesd.k12.or.us)