



Council of Nova Scotia Archives Laptop Loan Agreement

Name:	
Institution:	
Address:	
Phone:	
Email:	
Reason for loan:	

Equipment for loan: Hewlett Packard "Pavilion dv9700" Notebook PC
serial #CNF8110N86, product #KN867UA#ABC
Accessories: carrying pouch, power cord

This laptop is provided to representatives of organizations with Institutional or General Membership (henceforth called the "Member") in the Council of Nova Scotia Archives (henceforth called the "Council")

The purpose of the loan is to provide the Member with a platform for viewing and testing pre-loaded archives software. The software loaded onto the machine is determined by the Council, and no other programs or modifications to existing programs shall be made by Members.

The Council's Archives Advisor will review and approve all requests to borrow the laptop. A loan period will be determined by the Advisor in consultation with the Member. Regardless of the loan period, the laptop must be returned to the Council at any time if so requested.

(Over)

While in the Member's custody, the Member is responsible for the laptop. Any loss or damage due to theft or to mis-use that is not due to normal operation of the laptop will result in a charge to the Member, up to and including the replacement cost of the laptop and/or accessories. The laptop, software, and all accessories are to be returned in the same condition as they were given to the Member.

The member is responsible for arranging pick-up and delivery of the laptop, and for any charges incurred.

Date laptop and all accessories to be returned to CNSA office: _____

Extensions may be granted by contacting the CNSA Archives Advisor

Signature, CNSA Archives Advisor

Signature, CNSA member

Date

Date