



Council of Nova Scotia Archives Monitoring Equipment Loan Agreement

Name:			
Institution:			
Address:			
Phone:			
Email:			
Loan date:		Duration*:	
Reason for Loan:			

*Equipment may be loaned for up to one year

Equipment on loan:

___ Light meter

Data Logger(s) No. ___

This monitoring equipment 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") on the condition they submit a short feedback survey at the end of the loan period.

This equipment is delicate and expensive: please handle with care. If you are unsure about any aspect of the operation or care of this equipment, please contact the Council's Archives Advisor at 902-424-7093.

The Archives Advisor will review and approve all requests to borrow equipment. A loan period and quantity of equipment will be determined by the Advisor in consultation with the Member. The policy for dataloggers is one datalogger per institution per one-year loan period. Regardless of the quantity and length of loan period, the equipment 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 equipment. Any loss or damage due to theft or to mis-use that is not due to normal operation of the equipment will result in a charge to the Member, up to and including the replacement cost of the equipment. The equipment is to be returned in the same condition as it was given to the Member.

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

Please see the attached instructions for set-up with your smartphone/tablet and more detailed equipment delivery instructions.

By your signature, you agree to the above terms and conditions, including the submission of a brief feedback survey upon return of the equipment.

Signature, CNSA Archives Advisor

Signature, CNSA member

Date

Date

For CNSA Office use only	
Date returned:	
Good condition?	

Revised June 26, 2019 by Sara Hollett, Archives Advisor

(Over)