

Loan of equipment by library

Rental item with inventory number	
Device last checked by library on:	
borrowed from / to	
Returned (date and name library)	

issued to:

Name, first name	
E-mail + phone number	
Department / Institute	
Supervisor / Supervisee	
Status	
Employed until / guest stay until:	
Date of handing over and signature of the borrower	

Rental conditions:

- These terms and conditions of hire are concluded between the staff member and employee of the IPF or between the IPF and visiting scientist.
- The equipment is only loaned for use for exclusively scientific purposes (research & teaching), use for other purposes (private or commercial) is not permitted.
- Lending is only possible to employees and guest scientists of the IPF.
- The equipment must be treated with care, set up securely and disconnected from the power supply when not in use for fire protection reasons. The user is liable in case of loss, wilful or grossly negligent damage. Any damage that has occurred must be reported when the device is returned.
- If the laptop is damaged during use, it must be returned immediately for repair; early return before the end of the loan period is possible at any time.
- The IPF does not guarantee the functionality of the lent devices; in particular, the IPF does not assume liability for damages caused by data loss or similar.
- The software installation on the notebooks may not be changed by the borrower.
- The maximum loan period is 8 weeks; exceptions are possible and must be recorded in writing, stating the reasons.
- Upon collection of the equipment, these terms of use are accepted by signing the rental slip.
- The equipment must be reserved in advance by telephone or in writing.