|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Borrower’s Name: |       |  | Staff ID: |       |
| Department: |       |
| Contact Phone Number: |       |  | Email: |       |
| Purpose of Borrowing (please 🗸 and specify in the box below): |
| [ ]  Teaching | Course Code / Name: |       |
| [ ]  Research | Project Number (if funded): |       |
|  | Project Title (if not yet funded): |       |
| [ ]  Others (please specify) |       |
|       |
| Equipment / Materials to be borrowed: |       |
|       |
| Period From: |    | / |    | / |      | ( |       | : |       | [ ] AM[ ] PM | ) | Until: |    | / |    | / |      | ( |       | : |       | [ ] AM[ ] PM | ) |
|  | dd |  | mm |  | yyyy |  |  |  |  |  |  |  | dd |  | mm |  | yyyy |  |  |  |  |  |  |
| Name of Guarantee (must be a Faculty from SS): |       |  | Staff ID: |       |
| Contact Phone Number: |       |  | Email: |       |

**Regulations and conditions for equipment / materials loans**

1. All equipment / materials borrowing must be authorized by the existing faculty from the Department of Social and Behavioral Sciences (SS).
2. All equipment / materials except psychological testing instruments must be returned to the S.S. Laboratories within 2 weeks after the day upon which it was borrowed. (For borrowing of psychological testing instruments, see note 8 below.)
3. Loans may be renewed, provided that no one else has lodged a request for the item. Borrowers are advised to renew their loan items at least one working day before the due date.
4. During the renewal period(s), all items are subject to recall at any time. Upon recall, the due date for the item concerned will be shortened. A recall notice displaying the revised due date will be sent to the borrowers via email, and items shall be returned on or before the revised due date (which normally does not exceed 1 week).
5. Borrowers are advised to check for any defect or damage to equipment / material before checking-out, and should be reported to the staff in the office immediately when it is noticed, and items may not be borrowed.
6. The borrower accepts complete financial responsibility for the items borrowed. The borrower will reimburse S.S. Laboratories for the repair or replacement costs for the equipment / materials if lost, stolen, or damaged.
7. The staff shall have the discretion to make special rules on borrowing as deemed appropriate for the proper management of the Laboratories.
8. Psychological testing instruments are restricted for qualified registered users specified by the authority concerned. Users of psychological tests must observe and comply with the conditions of use stipulated by the authority concerned. All psychological testing instruments are to be used inside the laboratory and must not be taken away from the laboratory.
9. All users must observe and follow the Rules and Regulations governing the use of equipment / materials at City University of Hong Kong.

My signature in the following indicates that I have read and understood the regulations listed above, and the information provided in this form is accurate and complete.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature: |  | (Borrower) |  | Date: |    | / |    | / |      |
|  |  |  |  |  | dd |  | mm |  | yyyy |
| Signature: |  | (SS Faculty) |  | Date: |    | / |    | / |      |
|  |  |  |  |  | dd |  | mm |  | yyyy |