

# Edwin H. Mookini Library

## Instrument Loan Agreement and Policy

- You are responsible for the instrument and carrying case while it is checked out. If they are damaged or stolen while in your possession, you may be charged for repairs and/or replacement fees.
- You are responsible to make sure that the carrying case is completely zipped up and secured when transporting the instrument.
- The library reserves the right to determine whether damage to the equipment was due to accident, abuse, or intentional misuse.
- Never leave the instrument unattended for any reason. You, and not your friends, are responsible for the instrument while it is checked out to you.
- Do not store the instrument in direct sunlight, rain, or heat.
- Do not tamper with the original hardware of the instrument. Do not attempt to clean or make repairs on your own. If you have any problems with the instrument or if it has been damaged, immediately return it to the Circulation Desk so that the issue may be resolved.
- Do not use the book drop to return instruments. Instruments must be returned in the carrying case to a staff member at the Circulation Desk.
- Users who do not return the instrument when it is due will be fined overdue charges of \$3 per day.

Please read and sign the agreement below:

“I agree to assume full responsibility for Mookini Library’s equipment during the time(s) that it is checked out to me. I will return the equipment by the due date to a staff member at the Circulation Desk. I understand that if I do not, I will be charged an overdue or replacement fee. I further agree that I will not leave equipment unattended at any time, and I will protect it from damage and heat. I will not tamper with the original hardware and I am responsible for tracking the time the equipment is due. My signature below acknowledges that I have read and agree to the terms above. It also indicates that I understand this agreement, which will be kept on file at the library, is binding and enforceable during the entire period in which I have privileges at Mookini Library.”

Signature of User \_\_\_\_\_

I have received a copy of this signed agreement \_\_\_\_\_ (Please initial)

OR I waive my right to have a copy of signed document \_\_\_\_\_ (Please initial)

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### Library Use Only (Complete at Service Site)

Name of UHH/HawaiiCC Borrower (Printed) \_\_\_\_\_

User’s ID Number: \_\_\_\_\_

Today’s Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Agreement expires at end of semester (Please circle one) Fall 20\_\_\_\_ Spring 20\_\_\_\_

Staff assisting user: \_\_\_\_\_

(Please note patron’s account: “Patron has signed INSTRUMENT LOAN AGREEMENT for (Spring/Fall) (Year). huh\_\_\_\_.”