Lyman Beecher Brooks Library
Equipment Check Out Form

Name:_________________________________________ Date of Request: ____________________

Please fill out the form and submit it to the Circulation Desk or fill the form out electronically and email it to bamccoy@nsu.edu or seopfer@nsu.edu. Please note that equipment only can be checked out for 7 days: the due date will be 7 days later than the date of pick-up (except if the library is closed, then it’s the next open day).

Student ID #__________________________________ Check Out Date:________
Student Email:___________________________ Due Date:____________________
Student Phone Number:_______________________ (You must actually answer this number when called.)
Item(s) Requested: __________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

All equipment is for educational purposes only. Please do not personalize any of the equipment. By signing, the user vows to take precautions with the equipment and promises to return the equipment in the same condition as it was at the time of check out. If an accident should occur, the user must contact a media staff member immediately at (757) 451-7595 or (757) 355-5307 and email bamccoy@nsu.edu or seopfer@nsu.edu explaining the accident and damage.

“I understand that not returning university property when designated or intentionally damaging university property is a criminal offense and that the lender will submit my name and ID number to the university police for further action that could lead to prosecution.”

Signature of User:_______________________________________________________________

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Signature of Staff Member Checking Out Equipment:_________________________________

Notes: ____________________________________________________________________________

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Checked In By:___________________________ Date of Check In:__________________

Note Damages/Missing Pieces:__________________________________________________________________________