

*Baylor University*  
**Institute for Oral History**

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**Equipment Loan Agreement**

The Institute for Oral History (BUIOH) lends its recording and transcribing equipment on a selected basis to qualified individuals. Borrowers are expected to return the equipment to BUIOH in the same condition in which it was received.

**Borrower's name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone no.:** \_\_\_\_\_  
**Project:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

<b>Equipment</b>	<b>Model No.</b>	<b>Serial No.</b>	<b>Replacement Value</b>

Date borrowed: \_\_\_\_\_  
Date of expected return: \_\_\_\_\_  
Date returned: \_\_\_\_\_  
Received by: \_\_\_\_\_

**Agreement:**

I, the borrower of the equipment listed above, accept full responsibility for the prompt return of each piece of equipment loaned to me. I also accept responsibility for replacing lost or damaged equipment at its current replacement value.

Signature of borrower: \_\_\_\_\_

Signature of BUIOH representative: \_\_\_\_\_