

**Clicker Equipment Release Form and Loan Policies**

The Teaching & Learning Center (TLC) provides a limited number of clickers for loan to faculty, staff and other persons with teaching responsibilities at UB. Persons who wish to borrow clickers must complete an Equipment Release Form for the borrowed item. A valid UB card is required to make a reservation. The TLC clicker loan service is open from 9:00 AM to 4:30 PM, weekdays only.

Item(s) to be borrowed: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Pick up date & time: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Return date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Borrower: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Email: **\_\_\_\_\_\_\_\_\_@buffalo.edu**

Description of event: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Location of Event: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

By borrowing this equipment, you are agreeing to the following terms:

* This equipment is being loaned to you for use in a UB-related project.
* You are solely responsible for this equipment for the duration of the loan period.
* You understand how to properly operate this equipment.
* You may not extend this loan to another individual nor allow others to use the equipment without express permission.
* Equipment is to be returned in good operating order within the specified loan period.

I have read and understand the stated equipment loan policies, and agree to abide by them.

Signature of borrower: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign-out Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of borrower: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Returned Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equipment Reservation:**

TLC equipment should be reserved **no later than 24 hours before pick-up** by calling the TLC at 645-7700 or emailing ubclicks@buffalo.edu. Clickers are available for short term loans for occasional use only. If clickers are desired for an ongoing course then students should buy their own clickers (see the UBclicks website). Clickers will be available to borrow free of charge, unless a clicker is lost or damaged.

Clicker loans are provided on a first-come, first-served basis. Users are **personally responsible** for the pickup, return, and security of each item they borrow and are expected to the honor the loan agreement and return equipment on time and in good condition. Borrowers can schedule the loan period in advance; therefore, it is **imperative** that equipment be **returned on time**, to avoid disappointing other scheduled colleagues. Borrowers who need to return equipment after the due date should contact the TLC at 645-7700 and inquire about a clicker loan extension before the end of the loan period.

**Equipment Pickup:**

Borrowers must come to the TLC at 212 Capen Hall and present a valid UB card each time they wish to reserve equipment. A short check-out form will be administered and the UB card will be photocopied as part of the transaction record. A copy of the loan record will be given to the borrower. The checkout process requires a brief review of equipment features and step-by-step use. The registered borrower is responsible for the safe use and return of all items on loan. If the borrower is new to clickers and Turning Technologies software, they are advised to attend a TLC clicker workshop or schedule a one-on-one training meeting with a Clicker Support Intern. The TLC does not deliver equipment. All reservations must originate through a professional faculty or staff member. The TLC equipment loan service is open from 9:00 AM to 4:30 PM, weekdays only. Borrowers must set up a pick-up appointment with the TLC, if possible appointments should be scheduled with a Clicker Support Intern.

**The Checkout:**

Before the equipment is released to the borrower, the kit will be inspected for functionality, the clickers will be preset to the appropriate channel for the receiver, and all necessary hardware will be itemized. This inspection will be repeated upon the return of each clicker loan.

**Claims of Damage or Loss:**

Borrowers are responsible for the cost of repair or replacement of any item borrowed from the TLC. Damaged, stolen, or lost equipment will be repaired or replaced at the expense of the borrower. The value of loss or damage on any loaned item will be determined by the TLC and will reflect the age, condition, and original invoice price of each damaged or lost component.

**Clickers:**

The TLC has a variety of clicker sets available to borrow:

Instructor sets (includes one clicker, one receiver and an instruction booklet)

RF clickers

XR clickers

NXT clickers

Computer receivers

**The UBclicks Project Team**

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**Teaching & Learning Center**

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