



OFFICE USE ONLY:

FACULTY INNOVATION CENTER (FIC) COMPUTER, MOBILE TECHNOLOGY, & AUDIOVISUAL EQUIPMENT LOAN FORM

DIRECTIONS:

Please complete this form to request the use of computer, mobile technology, and/or audiovisual equipment. The equipment loaned must be used exclusively for curriculum development, classroom, or for instructional support and must comply with copyright laws. This request requires approval of your supervisor. Materials developed with college resources may require review by the Teaching and Learning Technology Department.

Return this form to M201, email FRC@matc.edu, or fax to: 297-7341.

COSMO ID: [] REQUESTOR'S NAME (Please Print) []

CAMPUS: [] DEPT/DIV: []

CHECK ONE:

[] FT Faculty [] PT Faculty [] FT Staff/Administration [] PT Staff /Administration

MATC PHONE EXT: [] HOME OR MOBILE PHONE: []

AGREEMENTS (Please initial):

[] As an MATC faculty/staff member, I am aware that I am bound by the Federal Copyright Laws. Copying of copyrighted print/computer/audiovisual materials is prohibited, unless a letter from the publisher granting permission to copy is on file in the Faculty Resource Center, Milwaukee Campus. I individually assume full responsibility for illegal copying and realize I can be prosecuted according to the law. MATC assumes no support for such activity. I will abide by these laws in reference to this request. I will make the materials developed available for review by the Teaching and Learning Technology Department and my supervisor.

[] I understand that any fees and/or additional service charges associated with this equipment are the responsibility of my Division/Department.

[] I understand that all information electronically stored on MATC-issued mobile technology equipment is subject to Wisconsin open records law and may be disclosed to outside parties.

[] I understand that mobile wireless devices such as USB modems and Hotspots have limited data capacity and cannot be used to download or stream music, videos (including YouTube), iTunes, Apps, pictures, radio, television, electronic books, animations, games, conferencing (such as Skype), or to make telephone calls online.

[] I understand that the equipment that I am checking out is due back at the date agreed upon on the back of this sheet. Laptop - max. 2 months; iPad - max. 2 months; Android Tablet - max. 2 months

REQUESTOR'S SIGNATURE: [] DATE: []

*SUPERVISOR'S NAME (Please Print): []

*SUPERVISOR SIGNATURE: [] DATE: []

*Supervisor approval is valid for up to one year on a continuing single user account. Please indicate the specific use of this equipment on the back of this form.

REQUESTOR'S NAME:

EQUIPMENT REQUESTED:	MAC ID, SERIAL NO. or Item NO.:	CHECKED OUT		DUE BACK		RETURNED
		DATE	TIME	DATE	TIME	