

Ref. No. \_\_\_\_\_

**HONG KONG BAPTIST UNIVERSITY  
DEPARTMENT OF SOCIOLOGY**

**TEACHING AND RESEARCH EQUIPMENT REQUEST FORM**

**I. ITEM(S) REQUIRED**

Please write the name of equipment on the space below (one item on each line).

	<u>Name of Item</u>	<u>Quantity</u>	<u>Serial No./ Inventory Code (For Office Use)</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

**II. USAGE SPECIFICATIONS**

Subject: \_\_\_\_\_  
(Code) (Title)

Number of Student Users: \_\_\_\_\_

Student-in-Charge: \_\_\_\_\_ Contact No. \_\_\_\_\_  
(Name with Student No.)

Check-out Date: \_\_\_\_\_ \*Proposed Due Date: \_\_\_\_\_

I, \_\_\_\_\_, confirm that **I agree to abide by all**  
(Lecturer/Student name in block letter)  
**departmental regulations regarding the use of the loaned equipment.**

*\*The maximum loan period for each item is two weeks (including Sundays and holidays). No loan may be renewed if the item has been requested by another borrower.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE**

Check-out Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Checked by: \_\_\_\_\_ Checked by: \_\_\_\_\_

## **REGULATIONS**

1. The equipment of the Department is exclusively intended to support on- and off-campus bona fide teaching / academic activities.
2. The borrower concerned should fill in the request form endorsed by the Department and submit it to the administrative staff member for processing and recording.
3. All items are loaned on a first-come-first-served basis.
4. Students are allowed to borrow items only under the supervision of a lecturer.
5. All loaned items should be returned to the relevant administrative staff member on or before the due date. Repeated violations of this rule will result in the suspension of the user's borrowing privileges.
6. The borrower is fully responsible for the proper use and condition of all loaned equipment.
7. The maximum loan period for each item is two weeks (including Sundays and holidays). No loan may be renewed if the item has been requested by another borrower.

Approved by: \_\_\_\_\_



*Prof. Arthur SAKAMOTO  
Academy Director of GSIS*

Date: 2 February 2026

**Revised 1 January 2026**

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