

Ref. No. _____

Hong Kong Baptist University
Department of Sociology
REQUEST FORM FOR BORROWING A NOTEBOOK COMPUTER

Please mark down the items to be borrowed (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.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

I, _____, confirm that I will abide by the regulations endorsed
 (block letter)

by the Department for users on borrowing a notebook computer and its accessories for
 teaching/research purposes. (Proposed Due Date: _____)

Signature: _____ Date: _____

FOR OFFICE USE

Check-out Date: _____ Checked by: _____

Return Date : _____ Checked by: _____

REGULATIONS FOR THE USE OF A NOTEBOOK COMPUTER

1. The notebook computer is the property of the Department of Sociology.
2. All full-time academic staff members of the Department of Sociology* may borrow the notebook computer for teaching/academic activities carried out on-/off-campus.
3. The borrower concerned should fill in the request form endorsed by the Academy Director, Department Chair or the lecturer responsible for the Multi-Purpose Digital Resources Laboratory and return it to the academic staff members of the Department for processing and recording.
4. The notebook computer and its accessories are loaned on a first-come-first-served basis.
5. The normal loan period for each item is up to one month. This may be renewed by signing for an extension in the record book. If properly requested and signed for the equipment is covered by the general university insurance. If this is not done, or if the computer is taken overseas or to Mainland China, the borrower will be responsible for the equipment he/she has borrowed. No loan may be renewed if the computer has been requested by another borrower.
6. The notebook computer and its accessories should be returned to the relevant administrative staff member on or before the due date. Repeated violation of this rule will result in the suspension of the user's borrowing privileges.
7. The borrower is fully responsible for the proper use and condition of the notebook computer.
8. The borrower must make sure not to leave their own data files and/or software programs on the hard disk of the notebook computer when returning it to the **Department**.

Approved by:  _____

Prof. Arthur SAKAMOTO
Academy Director of GSIS

Date: 2 February 2026

- * With the Academy Director of GSIS's special permission, non-academic staff or students may borrow a notebook computer for course-related use.