



# Equipment and Software Release Form

The following institution is borrowing the hardware, software, and documentation listed below from The Southeastern New York Library Resources Council for the specified dates.

Institution Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Specified dates to borrow the following (maximum 12 weeks): \_\_\_\_\_

**Hardware:**

- Mouse and Pad Yes  No
- Microtek ScanMaker 9800XL (with power & USB cable) Yes  No  Tag# \_\_\_\_\_
- Toshiba Satellite P10-S429 Yes  No  Tag# \_\_\_\_\_
- TMA 1600 Yes  No  Tag# \_\_\_\_\_
- Memorex 120GB USB External Drive with 2 USB Cables Yes  No  Tag# \_\_\_\_\_
- Other: \_\_\_\_\_ Yes  No  Tag# \_\_\_\_\_

**Software:**

- Microtek Scanner Software Yes  No
- Adobe Photoshop Elements Version: \_\_\_\_\_ Yes  No
- SilverFast Ai Professional Scan Software Yes  No
- Genuine Fractals PrintPro 3.5 Yes  No
- Other: \_\_\_\_\_ Yes  No

**Documentation:**

- Microtek ScanWizard Pro User's Guide Yes  No
- ScanMaker 9800XL Installing and Getting Started Yes  No
- ScanWizard Pro Quick Reference Guide - for Windows Yes  No
- ScanWizard Pro Quick Reference Guide - for Macintosh Yes  No
- Scanner Networking User's Guide Yes  No
- Other: \_\_\_\_\_ Yes  No

**Other:**

- KODAK Q-60R2 Color Input Target Yes  No
- Templates Yes  No

I acknowledge the receipt of the above hardware, software and documentation for my institution. I also acknowledge that the institution is responsible for the cost of repairs to damaged hardware and/or full replacement cost of corrupted software or lost documentation. SENYLRC is not liable for any loss of data or staff time caused by hardware failure or other technical issues. The borrowing institution is also responsible for the transport of the loaned equipment to and from SENYLRC office. Failure to return equipment when requested will make the institution responsible for the full replacement cost of the equipment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

SENYLRC Staff releasing the above hardware, software and documentation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date