The undersigned UH Manoa Library staff member agrees that using her/his personally-owned computer equipment in a University of Hawaii at Manoa Library building is done so voluntarily and at her/his own risk. The Library is not liable for theft or damage of such equipment, or loss of files.

The Library's responsibility for personally-owned equipment is limited to connecting it to the Library network, when fiscally and technically possible, and providing basic software to enable network use. The IP address assigned for network access is temporary and may not be transferred to other equipment. The equipment owner is responsible for purchasing (a) hardware components needed to connect the equipment to the network and (b) general purpose application software.

The Library recommends that the owner secure her/his equipment and backup files on a regular basis. Although the Library does not repair personally-owned equipment, it may, at its option, perform basic trouble-shooting to advise the owner regarding hardware problems.

Name: ____________________________________________________________________________________

Signed: ___________________________________________________________________________________

Equipment Location (Building and Room Number): ___________________________________________

Approved by: _____________________________ Dept.: ______________________ Date: ____________

Description of Equipment (to be completed by DNS):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Network IP address assigned: ______________________________________________________________

Approved by: ____________________________________________ Date: ______________________
(for DNS)

Desktop Network Support Office, 1/96