



Application for Borrowing Computer Equipment

1. 7 working days in advance.
2. You should be responsible for any damage to those borrowed equipment(s).
3. If you have any question, please feel free to contact Ms Winnie Wu, Senior Scientific Officer of Science Faculty, in room T810 or at ext. no. 7078.

Name of User: _____ Staff/Student I.D.: _____

Position: _____ Dept./Office: _____ Contact Tel. No.: _____

Purpose : _____ Room : _____ Seat : _____

Period Date : _____ Equipment type : PC, Qty: _____
 : _____ day / month / year (Please tick) Other (please specify) : _____
 (Please tick) From _____ to _____
 day / month / year day / month / year

For postgraduate student only
 Endorsed by supervisor: Name: _____
 Signature: _____

Applicant's signature: _____ Date: _____

Science Faculty Office use only Equipment returned on:

Particulars of equipment :

Your request is

	successful
	not successful because :
	other :

Signature : _____ Date : _____
 Science Faculty IT Coordinator

Hong Kong Baptist University
Science Faculty
Loan Computer Usage Guidelines

1. The loan computer is distributed as a unit including: CPU (including CD-ROM and Floppy Drive), monitor, keyboard, mouse, and two power cables.
2. The borrower agrees to return the equipment in the same condition as when it was issued from SCID.
3. The loan computer is for non-recreational, academic purposes only. The responsibility to use good judgment to avoid improper uses resides with the user.
4. Each loan computer is assigned to one researcher / postgraduate student only. Do **NOT** allow others to use your computer.
5. In order to protect the pre-installed software, we have adopted Reborn Card in loan computer equipment. Hence, **you should not create/save any file/directory in Drive C as it will be wiped off when reboot. You can create/save information in Drive D.**
6. Unauthorized software must not be installed or used on the loan computer.
7. Copying of licensed software is an offence in law and is strictly prohibited.
8. Alteration to pre-loaded set-up is restricted to Technical Support.
9. User is responsible for all data and file back-ups.
10. All files should be stored prior to return of the computer. SCID IT Team assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.
11. IT assistance available for University-licensed software only; users will abide by all license agreements
12. Computer will come with basic HKBU-approved software and configurations. Details of software list on loan computer are as below:

University Site License

- Adobe Acrobat 6.0 Professional
- McAfee Anti-virus
- Microsoft Office 2003 Professional
- Wipzip 9.05R.1
- WS_FTP LE
- Power Word (金山詞霸)

Freeware/Open Source Software

- Netscape 7.2
- Novell Clients
- SSH Secure Shell
- 紫光華宇拼音輸入法

Should you need help or assistance or wish to report problems with SCID loan computer equipment, please contact Winnie Wu on ext 7078.