



Borrowing / Use of equipment and technology from the language lab

Borrower: _____

The following devices are/will be borrowed:

Borrowing period of max. 2 weeks:
<input type="checkbox"/> CD-drive Quantity (max. 3): _____ Borrowing / Use from _____ until _____
Borrowing period of max. 4 weeks:
<input type="checkbox"/> RØDE Directional Microphone for Apple Devices Borrowing / Use from _____ until _____
<input type="checkbox"/> RØDE Directional Microphone for USB-C Mobile Devices Borrowing / Use from _____ until _____
<input type="checkbox"/> BOYA Mini Wireless Microphone Series Borrowing / Use from _____ until _____
<input type="checkbox"/> C&E Connection and E-Commerce GmbH Powerbank Quantity (max. 3): _____ Borrowing / Use from _____ until _____
<input type="checkbox"/> Rhodesy Mini Octopus Style Tripod Stand Borrowing / Use from _____ until _____

I hereby confirm that the equipment borrowed from the language laboratory and any use thereof is exclusively for teaching and research purposes. I recognise the terms and conditions of use and borrowing below and will be liable for any costs incurred in the event of damage or loss. This letter is only valid for the specified period of loan and use.

Date and signature of borrower



Conditions for borrowing and using equipment from the language lab

Employees and students of the University of Cologne can borrow or use equipment from the language laboratory for a limited period of time. Borrowing and use are free of charge, but only for teaching and research purposes. The borrowing period is normally for a maximum of four weeks. CD drives with a maximum loan period of two weeks are excluded. It may be possible to extend the loan period. In this case, please contact the language lab by email.

The borrower is responsible for the equipment. The form is filled out for this purpose. By signing the form, the borrower confirms that they will cover the costs of replacement or repair in the event of damage or a defect.

The equipment can only be borrowed from the language laboratory by prior arrangement and can only be returned there.

Overview of borrowing conditions:

Eligible to borrow: Students and employees of the University of Cologne

Borrowing and usage period: by arrangement, maximum 2-4 weeks

Borrowing and returning: Only by staff of the language laboratory and by arrangement.

Liability: The borrower.

Contact: Language Laboratory – SSC Gebäude, basement – Universitätsstraße 22a – 50937 Köln

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