

Request for Technology Equipment Disposal

Name: _____ Email address: _____

Phone: _____ College/Employee ID Number: _____

In the interest of sustainability, Bryn Mawr College is offering its students, staff and faculty members a cost-free means of disposing of personal technology equipment in an environmentally responsible manner. Toward that end, I, _____, hereby transfer the ownership of the equipment detailed below to Bryn Mawr College for the purpose of disposal in accordance with the terms below. I request that that this equipment not be returned to me, and understand that Bryn Mawr College Library & Information Technology Services will dispose of it in accordance with its customary practices. I certify that I have removed all personal, critical, and sensitive data from applicable devices and acknowledge that once I deliver the equipment to Bryn Mawr College, I will be unable to recover any data existing on devices submitted for disposal.

Manufacturer	Model	Serial Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bryn Mawr College Library & Information Technology Services will accept this equipment for the purpose of responsible disposal and will store it until it is handed over to the disposal service selected by Bryn Mawr College for disposing of its own equipment.

This service is available to current Bryn Mawr College community members (students, faculty, staff) and is offered on an as available basis and may be discontinued without notice. Library & Information Technology Services may decline to accept any item or items for storage and disposal at its sole discretion.

In consideration of the College's willingness to dispose of this personal equipment for me, I agree to release and give up all claims, including claims for negligence, that I may have now or in the future against the College, its trustees, officers, employees and agents arising out of the College's taking possession and/or disposing of my equipment, and for any claims alleged to arise out of lost, unrecoverable, corrupted, or improperly deleted data on the equipment that I have delivered to the College for disposal. Further, I relinquish all rights of ownership to the equipment indicated above, and all parts and media held within.

Signature: _____

Bryn Mawr LITS Rep: _____