

# Paper Show authorisation form

The Learning and Resources Centre (LaRC) has 2 Paper Show kits that can be borrowed by staff and research postgraduates.

This form may be completed by Heads of School/Department or Deputy Heads of School/Department and is to authorise loans of Paper Show from LaRC to all staff and research postgraduates in your School or Department. Authorisation only needs to be obtained once to cover the relevant school/department.

Your School or Department will be responsible for the Paper Show kits while they are on loan, and will be charged for any items that are not returned.

Please print and complete this form, and return it to:

LaRC, Library, University of East Anglia

## Authorisation and recharge code

Name: ..... Email: .....

Position: .....

School/Department: ..... Phone: .....

I authorise all staff and research postgraduates in this School/Department to borrow Paper Show kits from LaRC and will reimburse LaRC for any missing equipment:

- £120 for each entire kit missing
- £20 for each USB key missing
- £85 for each digital pen missing
- £10 for each paper pad missing

Recharge Code: .....

Signature: .....

For more information about Paper Show please visit the LaRC web pages at  
<http://www.uea.ac.uk/is/larc/equip/ps>