

## Sims Library Laptop Loan Agreement

### Use Policies

- Users must read and sign the Sims Library Laptop Loan Agreement at least once a semester.
- The laptop computers are available on a first-come, first-served basis to current Southeastern students, faculty, and staff with clear Library circulation records.
- A Southeastern identification card will be required to check out the laptop. Media staff will retain the identification card while the laptop is checked out.
- The laptop will remain checked out and identification cards retained until library staff have verified that all components are present and functional.
- Laptops are for in-Library use only and may not be taken outside the Library.
- Laptops should not be left unattended at any time. Laptops found unattended by Library staff will be immediately returned to the Media Department.
- All laptops must be returned to a staff member in the Media department.
- All user files and documents must be saved to a recordable CD-ROM, floppy disk, or flash drive, provided by the user, or to the University's NetStorage. All files saved on the hard drive will be erased when the computer is returned. More information on NetStorage is available at:  
<http://www.selu.edu/Administration/Technology/netstorage.html>

### Loan Period

- Laptops may be borrowed for a 2-hour loan period or until 15 minutes before the Library closes, whichever is earlier.
- Laptops can be renewed only if there are no holds on the laptop or no other user is waiting.
- All computers must be returned 15 minutes before the Library closes; laptops not returned before the Library closes will be considered lost/stolen and the user will be billed for the full replacement fee.

### Fines and Replacement

- The replacement cost for this laptop computer will be no less than \$1300.
- The overdue fine is \$1.00/hour.

*I accept full responsibility for the laptop computer and accessories that I am borrowing. I understand that I am responsible for the costs of repairing (parts and labor costs) or replacing this laptop computer, components, and accessories if they are damaged, lost, or stolen while it is checked out to me.*

*By signing this agreement, I verify that I have read and understand the Sims Library Laptop Loan Agreement and I agree to abide by the policies of this agreement and the University's Responsible Computing Policy: <http://www.selu.edu/Policies/responsible.pdf>*

1. Borrower's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Borrower's W number \_\_\_\_\_ Staff initials \_\_\_\_\_

2. Borrower's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Borrower's W number \_\_\_\_\_ Staff initials \_\_\_\_\_