

Loan Policies and Agreements



University Libraries
Laptop Lending Agreement

Please read this agreement **completely** before signing. It must be signed before a laptop is checked out to you. This agreement will be kept on file by the University Libraries.

I understand the following:

1. Only UAlbany faculty, staff and students may borrow a laptop. Blocks due to outstanding library financial obligations will prevent laptop loans.
2. A laptop is to be used only *within the library building* from which it is borrowed.
3. The loan period is **4 hours** or until 30 minutes before closing, whichever is less, with no renewals and no overnight lending. No laptops will be loaned within 30 minutes of building closing.
4. Overdue fines are \$15/hour or part of an hour, to a maximum of \$225 even if the library is closed.
5. FILES MUST BE SAVED TO AN EXTERNAL DRIVE.
6. I am responsible for this laptop at all times – I will not lend it to anyone else. I will not leave the laptop unattended. *If the laptop is stolen or damaged while checked out to me, I am liable for replacement charges.*
7. There is *no direct method of printing* from this laptop. Plan accordingly.
8. Laptops not returned within three days past due will be declared lost and I will be billed for replacement based on the items lent to me. A Student Accounts block is in effect until full payment is made. Failure to pay library invoices may result in a referral to a collection agency.

I agree to the following:

1. I am responsible for checking the printed TIME DUE on my receipt and obtaining a return receipt.
2. I am responsible for the return of all pieces which accompany the laptop based on the inventory completed by library staff for each loan. I will pay the replacement cost of any laptop peripheral lost, stolen, not returned, or damaged beyond repair while checked out to me. I will pay the full replacement cost of \$2,195 if the laptop is lost, stolen, not returned, or damaged beyond repair while checked out to me. If I fail to pay the replacement cost, I understand that such payment due will be added to my student account and that such monies owed could impact my ability to enroll in classes, graduate, and obtain transcripts.
3. I may not copy any software to or from the laptop and I may not deliberately attempt to make modifications to the machine including to the software, hardware and system settings.
4. I agree to abide by campus Information Technology policies [http://www.albany.edu/its/cio_glance_it_policies.htm].
5. Failure to abide by these terms may result in my future ineligibility for this service.

My signature below indicates that I understand and agree to abide by the policies of UAlbany's laptop lending program while I am affiliated with the University.

Signed _____ Date _____

Printed name _____ Albany ID __000



Or SUNYCard 29089 _____

Verified by library staff-----> Staff initials: _____

Entered in ALEPH by -----> Staff initials: _____

Last revised 7/30/08

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TECHB@R
 Equipment Lending Terms and Conditions
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TECHB@R Equipment Lending Terms and Conditions

I understand that:

- I will not be eligible for the lending program if I have \$100 in outstanding library fines or any lost items.
- Any personal data saved on the item will be removed when the item is returned.
- Laptops reset their configurations and remove personal data when rebooted or powered off.
- I am responsible for any lost or damaged equipment fees.
- If a device has multiple pieces or accessories, I am responsible for making sure they are all returned.
- I will **not** drop any equipment off in a book drop-off slot. **I may be fined a lost/damaged item fee if I return my item in this manner.**
- Lending is only available to currently registered faculty, students, and staff.
- Items may **only** be returned to the TECHB@R, Regenstein circulation desk, or Regenstein entry control desk.
- I may have three in-person renewals of an item. After three renewals, I must wait a minimum of one day before borrowing the same item type again. Renewals may be refused if an item is returned late or an item type is popular.
- These terms and conditions are subject to change without prior notification.

Available Equipment

The following equipment is available to currently registered faculty, students, and staff free of charge. Equipment that would be due after the TECHB@R closing is instead due one hour after opening the next day. Laptops come with a power adapter and carrying case. Both have the same late fees as the laptop itself. There is up to a \$5 fee for lost bags/vinyl satchels, and a \$50 fee for lost laptop carrying cases.

Equipment	Lending Time	Late Fee	Lost/Damaged Item Fee
Tablets	8 hours	\$20/hr	\$900/Item
Laptops (Mac and PC)	8 hours	\$20/hr	\$1500/Item
Power Adapter	2 hours	\$10/hr	\$90/Item
Video Adapter	8 hours	\$10/hr	\$90/Item
Cables	8 hours	\$10/hr	\$90/Item
Conference and video equipment	8 hours	\$20/hr	\$1200/Item

CONTACT INFORMATION
 Need Help? Contact Support
 ☎ 773-702-5800
 ✉ itservices@uchicago.edu

TECHB@R EVENTS

JUN ONLINE - Collecting Assignments Electronically using Chalk
 1:00 - 2:00 pm
 Other Location (see description)

JUN CANCELLED - Setting up Tests, Quizzes, and Surveys
 1:00 - 2:00 pm
 Other Location (see description)

JUN ONLINE - Chalk 9 Overview
 1:00 - 2:00 pm
 Other Location (see description)

JUN Training Office Hours at the TECHB@R
 9:00 - 11:00 am
 TECHB@R

JUN CANCELLED - Exploring Voice Tools
 1:00 - 2:00 pm
 Other Location (see description)

[View all events](#)

Click on the links below to check equipment availability:

- ▶ [Laptops and tablets:](#)
- ▶ [Video adapter types:](#)
- ▶ [Power adapter types:](#)
- ▶ [Cables and other adapters:](#)
- ▶ [Conference and audiovisual equipment:](#)
- ▶ [Accessibility equipment \(by special request only\):](#)

IT Services is part of the University's [Finance & Administration](#) Division »

Resources For... <ul style="list-style-type: none">IT AdministratorsDepartmentsInternational TravelersUniversity Affiliates	I'm Looking For... <ul style="list-style-type: none">Service CatalogKnowledge BasemyUChicago PortaloStore	Special Situations <ul style="list-style-type: none">New to CampusWorking Off-CampusJob Change StatusClosing Account	<p>© 2012 The University of Chicago</p> <ul style="list-style-type: none">Contact UsIT SupportIT Solution CenterAbout ITS
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▶ Reserve a Study Space

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▶ Subject Librarian Directory

▶ Follow our Blog

iPad and Nook Color Loans


Check out an **iPad Version 1** or a **Nook Color** from the Music and Media Library!

*Music & Media Library circulation desk
Level 4 in the Woodruff Library Building*

We currently offer **iPads Version 1** and **Nook Colors** and their corresponding power adaptors and USB cords.

Please note the following policies about the program:


- ▶ Emory University students must present their Emory Card to checkout an iPad or a Nook Color. Emory University faculty and staff must present their Emory Card or driver's license
- ▶ iPads and Nook Colors check out for two weeks, with no renewals.
- ▶ Overdue fines are \$5.00 per day, with a \$250 fine for any Nook Color and a \$600 fine for any iPad that is lost, stolen, damaged beyond repair, or not returned.
- ▶ If an item is brought back to the library incomplete (without the A/C adaptor, sync cable, cover or carrying case), the patron will be given an extra day to gather the missing pieces. If any pieces are lost, patron will be charged replacement costs.
- ▶ If the Music & Media Library is closed, iPads and Nook Colors must be returned to the Security Desk on Level 2. The \$5 per day overdue fine will accrue until the device is checked in the following morning.
- ▶ Charges for damage will be assessed based on repair cost.
- ▶ In order to download Barnes & Noble Nook content, you can deregister the Nook Color and register it to yourself rather than the Music & Media Library.

 [Nook Registration Instructions](#)

- ▶ **iPads and Nook Colors are available on a first come, first serve basis. Please check discoverE for availability:**

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COMBINED SEARCH

All items
Search
Advanced Search







iPad.
2004
Checked out from Marian K. Heilbrun Music Media Service Desk (iPad 1st Gen.)

Details
Locations/Call Number
Reviews & Tags
Request
Recommendations
Additional services

Availability and locations in Emory University Libraries

Location	Call Number	Description	Status/Due Date	Barcode	Item Type	Request Options
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #1	03/22/12	010001141280	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #6	03/27/12	010001141346	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #7	04/05/12	010001141256	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #8	03/22/12	010001141347	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #9	04/02/12	010001141348	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #10	03/30/12	010001141349	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #2	03/23/12	010001141252	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #3	04/05/12	010001141253	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #4	03/28/12	010001141254	Equipment	Sign in to request
Marian K. Heilbrun Music Media Service Desk	iPad 1st Gen.	iPad 1 #5	03/24/12	010001141255	Equipment	Sign in to request

? Ask a Librarian

Robert W. Woodruff Library, Emory University
540 Asbury Circle, Atlanta, GA 30322-2870
PHONE: (404) 727-6873 FAX: (404) 727-1655

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 ☐ GU & Consortium
 ☐ Worldwide



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Gelardin New Media Center Equipment Use Policy

Our equipment offerings are vast and varied. We have simple gear for simple projects, and professional gear for true (and aspiring) professionals.

Policies

1. Equipment check-outs are for 24 hours only. Plan accordingly.
2. Reserve equipment by phone (202-687-7410) or in person. The GNMC is located on [the 1st floor of Lauinger library](#).
3. Please be on time to pick up your gear, or call to let us know you will be late. Due to high demand, we reserve the right to cancel your reservation if you are more than 30 minutes late.
4. Fines for equipment kits are \$5 per hour late. Bring your equipment back on time! See detailed fine information under [the library's borrowing policies](#).

General tips:

1. When you receive your equipment, check that your battery is charged and that your equipment works. The GNMC charges batteries and inspects equipment regularly, but as responsible producers, it behooves you to check your gear before taking it into the field.
2. Almost all of our video cameras record to miniDV tapes, which you need to purchase yourself. Be prepared! The GU Bookstore carries miniDV tapes.
3. If you are picking up more than 2 pieces of bulky equipment, consider bringing a friend or also reserving [an equipment cart](#) to help out.
4. We very highly recommend that you learn how to use your equipment before renting it. We have online [tutorials and guides](#), or you can schedule a [one-on-one consultation](#) for hands-on guidance. Training is mandatory for some equipment. See below for details.

NEW Fall 2011 - Training is mandatory for some equipment.

For the safety of our advanced equipment, some items require that you receive in-person training before you can reserve it or check it out. Previously, the below items did not require any training.

Will users be able to make a reservation for equipment that they are not trained for? You will only be able to reserve restricted equipment after completing a short training. [Workshops are offered weekly](#) and [consultations can be scheduled](#) 3 days in advance. Please plan ahead, and contact us if you have any questions.

What about returning users who have used the equipment before? You will need to take the training even if you have used restricted equipment


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in the past. However, if you wish to forego the training because you are confident in your experience with the equipment, you may speak to a supervisor about becoming an authorized user. To speak to a supervisor, please come to the front desk during normal hours or give us a call at 202-687-7410. The supervisor will ask you a couple of questions about your experience.

Restricted equipment includes:

1. [Panasonic DVX-100 video camera](#)
2. [Sony HVR-1000u video camera](#)
3. [Sony HVR-Z1U video camera](#)
4. [Sennheizer Wireless Lavalier Microphone Kit](#)
5. [Sennheizer Dual Wireless Lavalier Microphone Kit](#)
6. [Marantz 660 audio recorder](#)
7. [Marantz 670 audio recorder](#)
8. [3-Light Kit](#)
9. [On-Camera Light Kit](#)
10. [Advanced Tripod](#)



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37th & O Streets NW Washington DC 20057-1174
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library.georgetown.edu
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GEAR 2 GEAUX

CHECK OUT LAPTOPS, DIGITAL CAMERAS, VIDEO CAMERAS AND MUCH MORE FROM THE MIDDLETON CIRCULATION DESK

GROK ARTICLE 3494

LSU

You must be an LSU STUDENT to be eligible for Gear to Geaux.

The LSU Student Technology Fee funds the purchase of select mobile computing devices. These are available for check-out from the Middleton Library Circulation Desk. A student ID is required to check out these items. Any items not returned will be charged to your fee bill.

GEAR AVAILABLE FOR CHECKOUT:

- 30 Dell laptops
- 18 Apple Macbooks
- 700 Student Response System ("Clickers")
- 3 Digital cameras
- 16 Digital camcorders
- 6 Tripods
- 30 Power Cords

ELECTRONICS CHECK-OUT POLICY AND PROCEDURES:

Eligible borrowers:

- Louisiana State University students

ID required:

- A current, valid Louisiana State University Student ID is required for check-out. Circulation is limited to students with check-out privileges. If you are delinquent for any reason you will not be able to check-out electronics.

Circulation:

- Items can be checked out at the Middleton Library Circulation Desk.
- Laptops, cameras and tripods may be checked out for 72 hours.
- Power cords checked out for 12 hours for building use only.
- ERS clickers are checked out on a per-semester basis.
- Each student may check out only one laptop at a time.
- Gear to Geaux items should not be left unattended at any time.
- You are responsible for the all materials checked out on your ID card.
- Immediately report any problems, loss or damage of items to Library Circulation Desk, or the IT HelpDesk (378-DEBK).

Renewing:

- Bring Gear to Geaux items to the Library Circulation Desk for renewal.
- In order to renew laptops, the Circulation Desk must have at least three laptops available for other students to use.
- NO laptop, camera or card can be renewed if others are waiting.
- All items can only have one consecutive renewal.

Fees and Fines:

- Overdue fees are automatically charged to patron record.
- \$10.00 for every hour the Gear to Geaux item is overdue. (For clicker charges, see below).
- \$30.00 maximum overdue fine, then replacement cost will be charged. Upon return, there will be at least a \$30.00 non-refundable fee which may increase depending on length of time between billing and return of item.
- \$1,000.00 replacement cost for each laptop lost. (\$30 non-refundable) Note that a police report will be filed for lost equipment.
- \$1.00 for every hour the clicker is overdue up to a maximum of \$30.00.
- \$30.00 replacement cost for a lost clicker.
- \$30.00 processing fee will be added to the replacement cost of the item.
- Damage or loss charges may be applied to the student's University Fee bill.
- Items will be declared lost after 24 hours.
- Library circulation privileges are suspended once items are declared lost.
- Patrons are responsible for full replacement cost if electronic items or any peripherals charged out to them are lost or stolen, or the full repair parts and service costs if the electronic item or any peripherals are damaged.
- Borrowers will be notified about their fees according to Library notification procedures.

Return of materials:

- Electronics are to be returned on time and intact with all associated pieces (cords, bags, etc.) to the Library Circulation Desk.
- All laptops and cameras must be returned 15-minutes before the Circulation Desk closes.
- Repeated or extremely late return of electronic items may result in the loss of electronic check-out privileges.
- All Gear to Geaux items will be declared lost when they are 24 hours overdue. If laptops or cameras are not returned, a police report will be filed with LSU Campus Police.

NOTE: All bags are subject to search upon entering and leaving the library by LSU Security and/or Library or Computing Services personnel.

Article ID: 3494
Last Updated: 3/14/2012 1:35:10 PM

We love feedback! Please help us improve this article.

Need more help? Open a Help Desk Ticket!

Article Rating: 10 of 10

Email Address: (Optional, unless you would like to hear back from us)

Comments:

GROK is a resource of Louisiana State University developed and maintained with support of the LSU Student Technology Fee. We have gotten feedback from the internet public, but our use or any support efforts are primarily dedicated to the LSU community. Thanks for your understanding!

Comments

EKSTROM LIBRARY KINDLE LOAN AGREEMENT

I UNDERSTAND AND AGREE TO THE FOLLOWING:

1. THE LOAN PERIOD IS TWO (2) WEEKS WITH NO RENEWALS

If the Kindle is lost, stolen, or not returned, charges of \$300.00 will be placed on my account.

2. I AM RESPONSIBLE FOR RETURNING THE KINDLE IN GOOD WORKING CONDITION.

If the Kindle is lost, stolen, or damaged while it is checked out to my account, I am responsible for repair or replacement fees of up to \$300.00. If a Kindle is returned on time but damaged, the replacement fee is \$300.00. Any student accounts will be Bursar Blocked until replacement fees and fines are paid.

3. I WILL NOT DELETE EXISTING CONTENT OR DE-REGISTER THE KINDLE.

4. I WILL NOT ATTEMPT TO ADD NEW CONTENT TO THE KINDLE.

The Kindle must be returned with the same content loaded on it at time of check out.


5. I WILL RETURN THE KINDLE TO MEDIA RESOURCES SERVICE DESK STAFF AND WILL NOT PLACE IT IN ANY BOOK DROP.

Failure to return the Kindle directly to the Ekstrom Library Media Resources Desk staff will prohibit you from borrowing a Kindle in the future.


6. I AGREE TO PROVIDE FEEDBACK ON THE PILOT WEB SITE.


<http://louisville.edu/library/forms-1/kindle/>

Report problems to: 502-852-0063 or medcirc@louisville.edu

**UNC**
UNIVERSITY LIBRARIES

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**MRC**
MEDIA RESOURCES CENTER

 **Directions**
We are located on the lower level of the Undergraduate Library, across from the ITS computer lab.

Phone: (919) 962-2559
[Email us](#)


Please note: The entrance to the MRC will be locked 5 minutes before closing.

Summer Hours
Mon-Thurs: 8am-7:45pm
Fri: 8am-4:45pm
Sat: Closed
Sun: 2pm-7:45pm

Please check [here](#) for any deviations from this schedule.

Equipment Loans
The MRC currently has video cameras, still cameras and light kits available for checkout to UNC students and staff. All equipment is available to checkout for 3 days (2 nights) to anyone with a UNC OneCard. You can schedule equipment by calling the MRC at (919) 962-2559, coming by, or e-mailing the MRC: mrc@unc.edu

OUR EQUIPMENT
[HD Video Cameras \[+/-\]](#)
[DV Tape Video Cameras \[+/-\]](#)
[Audio Equipment \[+/-\]](#)
[Shooting Accessories \[+/-\]](#)
[Other equipment \[+/-\]](#)
[Play and Discover \[+/-\]](#)

 **MRC Equipment Loan Policies [+/-]**

The purpose of the Media Resources Center equipment checkout policies follows from the mission of the Media Resources Center: to serve the instructional and curricular needs of the University community and the individual study, scholarship, cultural enrichment and recreation needs of UNC students and faculty.






To borrow equipment from the Media Resources Center, the patron must present a valid UNC OneCard. Equipment will not circulate during the first two hours MRC is open or during the last two hours MRC is open. Videocameras, still cameras and accessories may be borrowed for 2 days (over 2 nights) at a time. Patrons will be charged \$30.00 for every hour (or partial hour) that the equipment is overdue. Please note that there is no maximum fine for overdue equipment. If a patron returns equipment late, they will receive a one-time warning in addition to their fine. Returning equipment late a second time will result in not being allowed to check out equipment for the duration of the semester.

Borrowers will be held responsible for damages to all equipment while it is checked out to them. This includes, but is not limited to: theft, abuse/misuse of equipment (both unintentional and intentional), neglect, or carelessness. Patrons will be responsible for paying the University of North Carolina a replacement charge plus a processing fee for damage to or the loss of the equipment and accessories issued to them up to a maximum of \$4,000. These charges will be subject to the same collection procedures that are used for fines or fees for damaged or lost materials; meaning, they will be added to your UNC account payable at the Cashier's office. Damage, destruction or loss must be reported to the Media Resources Center no later than the beginning of the next workday following knowledge of such damage, destruction or loss.

MRC staff will inspect equipment upon its return before discharging it from the borrower's account. This will be done during the first two hours MRC is open and during the last two hours MRC is open on a given day. If damages are noted, MRC staff will contact the borrower to assess fines.

Renewals are not allowed. This is to ensure that MRC staff has time to inspect equipment. Equipment that is loaned out will be assured to be in proper working order unless a checkout supervisor has noted otherwise. Borrowers will not be held responsible for previous damages.

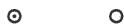
Reservations must be made for all equipment. Patrons can reserve equipment starting the day after it is due to be returned (this includes a 2 day loan plus 24 hrs for staff inspection). Patrons may only reserve one item at a time. Patrons may borrow only one video camera or still camera at a time. The 2 day loan period begins on the day of the reservation, no matter when the patron arrives to pick up the materials. Please note that reservations are subject to availability of working equipment.

MRC Home | [Filmfinder](#) | [New Arrivals](#) | [Policies/FAQ](#) | [Digital Media Lab](#) | [Information For Faculty](#)
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Website comments or questions: [Jerry Waller](#)
Suggestions on Library Services? Give us your feedback.
URL: <http://www.lib.unc.edu/house/mrc/pages/equipmentloans/>
This page was last updated Wednesday, February 22, 2012.

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[more for Monday, June 11](#)

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[Home](#) » Guidelines for Equipment Lending from Digital Collections

Guidelines for Equipment Lending from Digital Collections



1. Eligibility: Digital Collections equipment loans are free of charge and available only to current faculty, graduate students, and NU staff with valid Wildcards. Only the faculty, graduate students and NU staff may handle or use the equipment while it is on loan. Equipment is lent to an individual who assumes the financial risk for the complete equipment set until all equipment is returned.

2. Equipment usage: Equipment is available for curricular and extra-curricular purposes. Equipment may be used both on-campus and off-campus. All patrons are expected to adhere to all computing policies as described at <http://www.it.northwestern.edu/policies/csn-use.html>. Northwestern University Library assumes no liability for misuse of borrowed equipment.

3. Equipment reserve, pick up and return: Equipment can be reserved up to one month in advance, and recurring reservations can not be accommodated. Equipment must be reserved via email or telephone to the Digital Collections Department. Proxy users will not be permitted to pick up or drop off equipment. Equipment not picked up within one hour of the specified pickup time may be checked out by other patrons. Equipment may not be picked up or returned at any other location - only at Digital Collections in 2 East Tower. Equipment must be picked up and returned during open hours, 8:30-5:30 pm Monday-Friday.

4. Loan period: The standard loan period is up to 72 hours. Longer loan durations of up to one week will be approved in special circumstances. Loan durations of over one week are not allowed except through written appeal and approvals. To submit a request for longer loan periods, please email digitalcollections@northwestern.edu explaining your need and the equipment requested. Once equipment is returned to the Digital Collections Department and checked by staff, an item may be borrowed again, if available.

5. Training: Patrons are required to complete a 10 minute, in-person training with Digital Collections staff before borrowing equipment for the first time. To ensure staff are available, please make an appointment for this training. Appointments can be made via email or phone and are only available during open hours, 8:30-5:30 pm Monday-Friday.

6. Signed statement: Patrons are required to sign a statement acknowledging receipt of the equipment and the terms of the loan before equipment is lent - including financial responsibility for damaged or lost equipment and fees for late return. Equipment will be checked by Digital Collections staff to confirm its good condition before loan is made.

7. Fines and Fees: Patrons are financially liable for any items not returned on time or returned requiring repair or replacement. For items not returned on time, a late fine of \$25 per day will accrue for the first week. The full replacement cost will be charged for all equipment not returned by one week after its due date.

- a. All fines related to repair and replacement costs will be charged to the person who checked out the equipment.
- b. Fines are invoiced, and payable by credit or debit card only.

8. Receipt upon return: When equipment is returned, DC staff will inspect all equipment for visual damage or missing items. Patrons will receive a return receipt that acknowledges return of all items, or notes any exceptions. Equipment return may take up to 10 minutes to check all equipment components and cables. The patron is expected to stay until the return process is complete and the return receipt is generated. Patrons are financially liable for any missing cables or components, including items or damage discovered after the generation of the return receipt.

9. New service: Equipment lending to faculty is a new service, thus guidelines and procedures may change. Availability of equipment is dependent on future funding.

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CONTACT

DISCLAIMER

POLICY STATEMENTS

NU CAMPUS EMERGENCY INFORMATION

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Northwestern University Library 1970 Campus Drive Evanston, IL 60208-2300 Evanston: 847.491.7658 Fax: 847.491.8306 library@northwestern.edu

A GUIDE TO USING THE OSU LIBRARIES

Statement of Responsibility

I have read this document & fully understand its terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the below & side two statements.

X _____

Name (please print) _____

Date _____

Current Local Address _____

Email _____

City, ST Zip _____

Local Phone # _____

OSU Student ID # _____

Responsibility

1 I understand that the laptop is my responsibility while it is checked out to me. I will take all reasonable precautions to protect it. If others use it while it is checked out to me and damage or loss occurs, I understand that I will be held liable for any loss, damage, or criminal acts that may occur.

2 I agree that I will be responsible for repair or replacement of the computer and its accessories due to any loss, damage, or theft (see accompanying estimated repair and replacement cost sheet). I understand that replacement cost of the laptop is approximately \$2500 or current market price.

3 I understand that it is my responsibility to make arrangements with Oklahoma State University to pay any and all charges incurred as a result of improper use, loss, or theft of the laptop. Failure to do so may result in an inability to register for classes or receive my diploma or transcripts.

4 I understand that if the laptop is stolen I must notify Library Personnel at the Circulation Desk (first floor) immediately and file a theft report with the Oklahoma State University Campus Police.

Shortterm Laptops

1 I understand that laptops can be checked out for five hours and can leave the building.

2 I will follow the policies and guidelines for laptop use in the library and understand that these rules are subject to change.

Longterm Laptops (OSU Faculty & Staff Only)

1 I understand that University Library Laptops have two loan periods. Short term loans are for five hours and can leave the building. Other Laptops can be borrowed for 7 days and renewed for an additional seven days.

2 I will follow the policies and guidelines for laptop use in the library and understand that these rules are subject to change.

*Duis autem vel eum irure dolor in labore
hendrerit in vulputate velit esse molestie
consequat*



Contact for information

Johnny Johnson
Phone: (405) 744-9728
librjlj@okstate.edu

P:\Handout\04-05\Circ\Responsibility.pdf

Use guidelines

- 1 I agree to adhere to the terms and conditions outlined in licensing agreements including but not limited to licensing grant restrictions, copyright restrictions, and transfer restriction.
- 2 I agree to adhere to use policies for uniform access computing as outlined by Oklahoma State University and other Student Technology Fee Laboratory restrictions or requirements.
- 3 I understand that the hard-drive is rebuilt after each use and anything I might save there will be erased. If I wish to save any data, it must be to a floppy or my network drive.

Liability

- 1 I understand that Oklahoma State University is NOT responsible for loss of data or damage to files that may occur due to the use of the laptop computer.
- 2 I understand that this agreement must be renewed each academic year and that a loss of privileges will occur for a failure to comply to these policies and guidelines.
- 3 I am currently enrolled as a student at Oklahoma State University, Stillwater or Tulsa or currently employed as an OSU Stillwater Faculty or Staff member.

Laptop Damage Rates

- Replacement due to loss or damage (including failure to return the laptop) \$2500 (or current market price)
- Intentional vandalism (includes any scratches or marks on any part of the laptop. Removal or rearrangement of keys, or any other malicious damage) \$100 minimum charge or actual repair cost
- Display hinge broken or inoperable damage due to misuse or negligence \$100 minimum charge or actual repair cost
- Damage which impairs operation of the laptop or any peripherals for 5 working days or longer \$100 minimum charge or actual repair cost.
- Missing floppy drive \$100 minimum or actual replacement cost
- Missing CD Drive \$100 minimum or actual replacement cost

- Missing SWDVD/CDRW \$100 minimum or actual replacement cost
- Missing battery \$100 minimum or actual replacement cost
- Missing or damaged Network Card \$50 minimum or actual replacement cost
- Missing or damaged Power Cord \$50 minimum or actual replacement cost
- Missing or damaged keys \$50 minimum or actual replacement cost



Laptop Checkout Registration & Liability Form Morris Library – SIUC

Personal Information: (Please print clearly and complete ALL fields)

Full Name: _____

Last

First

M.I.

SIUC Dawg Tag _____

Local Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

By completing this form, I am requesting to participate in the laptop checkout program at Morris Library, SIUC. I pledge to be responsible for the laptop computer during each checkout period.

If a laptop computer is damaged or broken while in my possession, I agree to pay the related costs to Morris Library to repair the laptop to return it to normal working conditions within 30 days of receiving a statement. I understand that until charges are paid, laptop privileges will be suspended and the expense may be charged on my Bursar account. Laptop privileges will not be reinstated until the charge is paid in full. If I experience a problem with a laptop computer while it is checked out to me or if it breaks due to what I believe is normal wear and tear, I will immediately return it to the Circulation Services Desk and explain the situation.

If a laptop computer is lost or stolen while in my possession, or if I fail to return it to the Circulation Services Desk, I agree to pay the replacement cost of \$1500.00.

! Laptop Fines ! A late fee of \$60/hour (\$1.00/minute) will be charged if the laptop is returned late (\$300/5-hour maximum). Return on time to avoid these hefty fines!

I understand that this Registration & Liability Form is valid and binding during the time I am enrolled at SIUC and covers all laptop checkouts during that time. I also understand that if I leave SIUC, I must complete a new Registration & Liability Form upon return if I wish to re-enroll in the program.

I understand that failure to comply with all points of this registration form may result in suspension of laptop/library privileges, fines and/or possible legal action.

Student Signature: _____

Date: _____

02/03/2012



Laptop Checkout Policy Morris Library – SIUC

Rules and Regulations For Laptop Checkout

- Laptops may only be checked out by current Undergraduate and Graduate students with a valid SIUC photo ID.
- Faculty, staff, courtesy card holders and CESL students are not eligible to check out laptops.
- Each student will be required to sign a Laptop Checkout Registration & Liability Form to enroll in the program and this form must be filled out at the Circulation Desk.
- Laptops may be checked out for a 4-hour time period.
- Laptops must be used **within** the library and its security gates.
- Laptops may be renewed depending upon user demand.
- Laptops are configured with the same software as the public computers in the library; attempts at installation of other software will automatically be blocked.
- Never leave the laptop unattended.
- Save all personal files to a personal flash drive, other storage device, or send to your email account. Any files left on the hard drive will be deleted each night during the updating of the machine. Neither SIUC nor Morris Library, is responsible for the recovery of personal files saved on the hard drive.
- Laptops must be turned in 15 minutes prior to library closing.
- Laptops must be returned to the Circulation Services Desk, 1st floor.
- Laptop, AC adapter and case are all reviewed for damage at both check out and check in.
- When returned, ask for a receipt and keep it for at least three months.

! Laptop Fines ! A late fee of \$60/hour (\$1.00/minute) will be charged if the laptop is returned late (\$300/5-hour maximum). Return on time to avoid these hefty fines!

I understand that failure to comply with all points of this policy may result in suspension of laptop/library privileges, fines and/or possible legal action.

Student Signature: _____

Date: _____

Approved by: _____

Date: _____

02/03/2012




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Borrow Electronic Devices

This guide provides policies and other information related to borrowing Kindles, GPS units, video cameras, laptops, etc.

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Can I Read Library E-Books On My Kindle?

Unfortunately, the Amazon Kindle uses the proprietary format AZW for its books. This means that many academic E-Book publishers are not able to provide content that can be read on Kindle devices.

Likewise, many academic E-Book publishers use their own proprietary, web-based interfaces to present their offerings; this material cannot be viewed on the rudimentary web interface provided on Kindles.

Kindle DX and later models do have limited support for the PDF format and some library E-Books will allow you to download PDF chapters for offline reading.

If you have questions about how to use a specific E-Book platform, please email me.

[Comments \(0\)](#)

Can You Purchase Titles For My Kindle?

Because the library exists to provide resources for the entire Temple community, we cannot purchase books for you to use on your personal Kindle device.

You might be interested in the Free Library of Philadelphia's e-book lending program, which has recently added support for Kindle titles.

These titles are available for checkout to users with valid Free Library accounts.

[Comments \(0\)](#)

REQUEST KINDLE TITLES

We will obtain Kindle format books for the library upon request!

How To Request Kindle Titles:

Visit the Media Services desk on Paley's ground floor or email tulmedia@temple.edu with your request. If a Kindle is available for checkout, we can usually purchase and load titles within one business day.

You will receive an email once the title has been loaded and the Kindle is ready for pickup.

[Comments \(0\)](#)

Borrowing Kindles

Kindles check out for 14 days and come loaded with ebook titles.

We will also purchase additional Kindle titles upon request (see above).

Paley Library Kindles

There are currently four (4) Kindles held by Paley Media Services.

[Click here to see if one of the Paley Kindles is available for checkout.](#)

Science and Engineering Library (SEL) Kindles

In addition, the Science and Engineering Library (SEL) has two (2) Kindles and (2) Kindle DX.

[Click here to see if one of SEL's Kindles is available for checkout or here to see if one SEL's Kindle DXs is available.](#)

Available Titles

[Click here to see records for the titles loaded on the library's Kindles.](#)

[Comments \(0\)](#)

Ask a Librarian



Ask a Librarian



Ask a Librarian

Type here to chat.
Press ENTER to



Contact Info
Reference Desk
1st Floor Paley Library
(right by the front door)

Phone: 215-204-8212

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