

Laptop Loan Agreement Form

To borrow one of the Library's laptops, you must agree to the policy outlined below:

- Laptops may be borrowed for a period of six (6) hours. One renewal is possible. Laptops are due back no later than one hour before the Library closes. Late fines will accrue at the rate of \$5.00 per hour or part thereof, with a maximum of \$35.00.
- I agree to keep the laptop with me at all times. I understand that I am personally responsible if it is lost, stolen, or damaged. I will pay all repair/replacement costs resulting from damage or loss (including theft) of the laptop while it is checked out in my name. Replacement cost shall be \$600 for the iPad's, \$1500 for the PC's, and \$2500 for the Macintosh machines.
- I will report all laptop malfunctions or problems to Library staff.
- I agree to return the laptop in good working order to a staff member at the Circulation Desk. Library staff will determine if the laptop is in good working order or if it has been damaged.
- Upon return Library staff members will verify that all equipment pieces have been returned. I will allow sufficient time for this process.
- I will not return the laptop in the book drop.
- I agree to abide by the Guidelines for the Acceptable Use of the Medical Libraries found at http://www.urmc.rochester.edu/hslt/miner/about/documents/User_conduct-HSLTpolicy_highlights.pdf
- I acknowledge that the Library is not responsible for damage to files or removable media caused by viruses that may exist on the network or spread through the network.
- I agree to save my files to removable media rather than the laptop's hard drive. I understand that all files saved on the laptop will be erased when it is returned.
- I agree to use the power supply ONLY with the library laptop.

My signature below indicates that I have read the Laptop Loan Agreement Form and that I agree to abide by these conditions of use.

Borrower's signature: _____ Date: __/__/__

Print name: _____

Email address: _____