

Electronic Equipment Borrowing Agreement

To borrow the Library's electronic equipment (PC/Mac laptop, iPad or power supply/charging unit), you must agree to the following policy:

- Electronic equipment may be borrowed for a period of six (6) hours. One renewal is allowed. Items 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 equipment 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 equipment while it is checked out in my name. Replacement costs are as follows:
 - \$50 for power supply/charging unit
 - \$600 for iPad
 - \$1,500 for PC laptop
 - \$2,500 for Mac laptop
- I will report all equipment malfunctions or problems to Library staff.
- I agree to return the equipment in good working order to a staff member at the Answer Desk. Library staff will determine if the equipment 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 equipment in the book drop.
- I agree to abide by the "Guidelines for the Acceptable Use of the Medical Libraries Facilities and Resources" found at: http://www.urmc.rochester.edu/libraries/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. The Library is not responsible for any damage caused by use of a power supply or charging unit on non-library owned equipment.
- 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 are erased when the laptop is shutdown. The Library is not responsible for any personal data left on iPads.
- I agree to use ONLY the given power supply/charging unit with the Library laptop or iPad.
- My signature below indicates I have read the **Electronic Equipment Borrowing Agreement** and I agree to abide by the conditions of use.

Borrower's signature _____ Date _____

Print name _____ Email address _____