

Laptop #: _____



Laptop Loan Agreement

Pickup Date	Due Time	Renewed Due Time

Patron's Initials: _____

Terms

By signing this agreement, the undersigned (patron) acknowledges:

- Laptop and accessories were received in good working condition;
- Laptop will be returned to the Library Circulation Desk by the specified due time;
- Late returns may be subject to a fine and/or loss of borrowing privileges;
- Full financial liability for lost, stolen, or damaged laptop and/or accessories up to the replacement cost.
- The Library is not responsible for any damaged or lost files.
- Any files copied or downloaded to the laptop will be automatically removed after restart/reboot and cannot be recovered.

LATE FINES:

\$10.00/hour (maximum \$50.00/day)

DAMAGE/REPLACEMENT COST:

Starting at \$50 up to replacement value of \$1,700.00

IMPORTANT:

Overdue equipment loans are subject to a fine and loss of future borrowing privileges.

I have read, understand and agree to comply with the terms and conditions of this Laptop Loan Agreement.

Name	
Barcode/Student Number	

Signature: _____

Library Staff Use Only		
Accessory Checklist	Signed Out	Returned
Computer		
Case/Carrier bag		
Mouse		
Power Cord		
Headset		
Staff Initials		

Visual Inspection Checklist	Pass	Fail	Staff Initials
Laptop starts up			
Visible damage on corners			
Keyboard functions normally			
Check ports for damage or debris			
Temperature			

Staff Note:

Please verify that all items are returned and visual inspection is completed before discharging.

Do not discharge if any item is missing or laptop fails visual inspection.

If laptop is returned damaged or with items missing, the laptop and the Laptop Loan Agreement must be given to Janet Lising.

Time Returned	
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