

Portable Plug #: _____



Portable Plug Loan Agreement

Pickup Date	Due Time	Renewed Due Time

Patron's Initials: _____

Advisory/Warning

Operating time is estimated 1 to 1.5 hours. The portable plug can get quite warm. Save your work regularly. The Library is not responsible for lost work or files.

Terms

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

- Portable plug and accessories were received in good working condition;
- Portable plug 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 portable plug and/or accessories up to the replacement cost.

LATE FINES:

\$5.00/hour (maximum \$25.00/day)

DAMAGE/REPLACEMENT COST:

Starting at \$50 up to replacement value of \$300.00

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 Portable Plug Loan Agreement.

Name	
Barcode/Student Number	

Signature: _____

Library Staff Use Only

Library Staff Use Only		
Accessory Checklist	Signed Out	Returned
Portable Plug		
Carrier bag		
Staff Initials		

Visual Inspection Checklist	Pass	Fail	Staff Initials
Visible damage on corners			
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 portable plug fails visual inspection.

If portable plug is returned damaged or with items missing, the portable plug and the Portable Plug Loan Agreement must be given to Sandra Herber.

Time Returned	
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