LAPTOP USER POLICY AGREEMENT REGARDING RESPONSIBILITY

DO NOT LEAVE LAPTOP UNATTENDED

- Laptop computers are available for use within the Stuart Street building only. The user signature must appear below signifying agreement to laptop borrowing terms. New alumni may use library laptops through August 1 of their graduating year.
- DVD-Rom Drives are available with all Dell laptops. To eject a DVD/CD from the Mac laptops, hit the arrow key on the upper right of keyboard.
- Laptops are available on a first-come, first-served basis. No advance reservations will be accepted. If a laptop is in use, a “hold” can be entered and thereafter the current user may not renew. At the end of three hours the laptop must be returned to the desk. If no other patron is waiting at that time, the original user may renew for another three hours.
- Laptops can be borrowed for a maximum of two periods of three hours each.
- The student agrees to abide by the procedures in the handout provided on proper use of the laptop.
- Laptops are due back one half hour before the library closes, and the patron must wait approximately 10 minutes while the desk assistant checks that all of the peripherals have been returned and that the equipment and software appears intact.
- There is a replacement charge plus a processing fee for damage to or the loss of the laptop or the peripherals issued, up to a maximum of $3000.00.

I CONCEDE THAT I AM FINANCIALLY RESPONSIBLE FOR THE EQUIPMENT THAT I HAVE BORROWED AND WILL ATTEND TO ITS MAINTENANCE AND SECURITY WHILE IT IS IN MY POSSESSION. I WILL NOT ADD OR DELETE ANY SOFTWARE WHILE USING THIS LAPTOP.
I HAVE READ AND UNDERSTAND THESE POLICIES AND AGREE TO THEM:

_________________________________________ ______________________________
date                  time of checkout                laptop #

3-Hour Limit

_________________________________________ ________________________
print name       year of grad.   Signature

If this laptop will be used outside of the library, but within the Stuart St. building, please indicate that location below as well as your contact information.

_________________________________________
Room # laptop will be used

_________________________________________
Email address         Cell phone number

_________________________________________ (name of desk assistant)
LAPTOP PROCEDURES AND CHECKLIST

- Laptops are housed in the locked filing cabinets at the front desk.
- Lock laptop cabinet at library closing.

**Don't forget to check the laptop in**

- Checklist (desk asst to initial):
<table>
<thead>
<tr>
<th>Laptop #</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Security Lock &amp; Key</td>
</tr>
<tr>
<td></td>
<td>Adapter</td>
</tr>
<tr>
<td></td>
<td>Shut Down</td>
</tr>
</tbody>
</table>

- Problems reported by patron or noticed by desk assistant (explain below and take laptop to circulation office):

If wireless connectivity issues occurred, where were you located in the building? **Please be specific with room #, etc.**

Name of desk assistant checking equipment in