Laptop Computer Terms of Use and Checkout Form

Shawnee State University students, faculty and staff are welcome to check out laptop computers. The laptops are able to access all library resources: electronic catalog, research databases and Microsoft Office programs.

- Laptops Computers may be checked out at the Circulation Counter of the Library upon presentation of a current student, faculty or staff ID.
- University ID will be held at the Circulation Counter during the duration of the loan.
- The laptop computers may only be used in the Library. This includes all areas on the first, second and third floors. They may not be taken to the Flohr Lecture Hall or rooms 205 and 207.
- Laptop computers may be checked out for a maximum of 4 hours. It will be the responsibility of the borrower to return the laptop on time. The laptop may be renewed at the Circulation Counter if not needed by another borrower.
- There is a charge of $20.00 per hour for any laptop computer not returned on time. This charge will be added to the borrowing patron’s record at the time the laptop is returned.
- The laptop computer must be returned to the Circulation Counter no later than 1 hour before the official library closing. Closing times are posted on the Library website, front doors, and can be obtained from Library Staff. If a laptop is not returned by the designated time, it will be presumed lost and a replacement charge will be added to the borrower’s record. Once the laptop is returned, the replacement charge will be waived, but the fine will remain.
- Campus Security will be notified if a laptop or any laptop component is taken from the library.
- If a laptop is not returned, regardless of the reason, the replacement charge will be $3000. Campus Security will be notified at this time.
- If there is damage to the laptop or if batteries, drivers or any other components are missing, the cost will be a minimum of $200 and will be determined by Library Staff.
- The costs of collecting any charges under these “Terms of Use” will be assessed against the borrower, including court costs and attorneys fees.

I HAVE READ AND AGREE TO THE ABOVE LAPTOP COMPUTER TERMS OF USE.

Patron Signature ___________________________ Date _______________________

STAFF USE ONLY BELOW THIS LINE

| Patron Name_______________________________ | University ID is required. |
| ID #______________________________________ | Patron must sign “Terms of Use” |
| Laptop #__________ | Update Patron record indicating that they have signed the “Terms of Use” agreement. |
| Floppy Disk Drive__________ | Remind the Patron that files cannot be saved to the hard drive. |
| Mouse_____________ | Remind the Patron that printing is unavailable from the laptop. |
| Time Due______:______ | Remind the Patron of the 4 hour loan period |
| Time Returned______:______ | Staff Initials __________ |

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