

# Macalester College DeWitt Wallace Library

## Faculty/Staff Laptop Borrower's Agreement

PLEASE READ CAREFULLY

1. I understand that I must present a valid Macalester ID in order to checkout a laptop.
2. I understand that to be eligible to check out a laptop, I cannot have outstanding library charges which would prevent me from checking out library materials.
3. I understand that laptops are available to be checked out for a loan period of two weeks and need to be returned before library closing time on the due date. A \$10 late charge will be assessed for each day the laptop is returned late.
4. I understand that while I have the laptop checked out, I am completely responsible for its safety and use. I am responsible for any damage or loss that results from misuse or neglect.
5. I am responsible for the replacement cost of a similarly equipped laptop in case of damage. (Estimated cost \$1600)
6. When returning the laptop, I understand that I should return it to a Circulation/Reserves staff person and not leave it with a student worker, or in the book drops.
7. I will not change the system configuration. I understand all saved programs or files will be deleted by library staff when the laptop is returned.

I agree to adhere to this agreement:

PRINT NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Please note: Failure to adhere to this agreement or fines that exceed \$70, will result in loss of borrowing privileges for laptops. Fines will be deducted from Department Library Allocations and the Department Chair and Department Library Representative will be notified if we are unable to collect from individuals.