

## Laptop Borrower's Agreement

As a participant in the library's laptop checkout program, I agree to abide by the following policies and procedures:

*(Please initial in space provided after reading each point and sign at bottom.)*

1. I understand that the laptop computers available for checkout at the library's circulation/reserve desk are for use within the library building in conjunction with the library's wireless network. They are not to be removed from the library building. ( )
2. I understand that laptops may not be reserved or renewed, and are available for checkout in the library on a first come, first served basis. ( )
3. I understand that I need to have a valid Macalester ID in order to checkout a laptop and that the ID will be left at the circulation/reserve desk until the laptop is returned. ( )
4. I understand that laptops are available to be checked out for a loan period of up to three (3) hours and need to be returned at or before the due time. A \$20 late charge will be assessed for each one (1) hour period or portion thereof that the laptop is returned late. ( )
5. I understand that all laptops need to be returned to the circulation/reserve desk no later than 1 hour before library closing time (Sunday through Thursday by 11:00pm; Friday/Saturday by 9:00pm) even if that means the loan period is less than the standard three (3) hours. Any laptop not returned by library closing time will be considered "lost" and the replacement cost will be assessed. \*Please note that closing times may vary during breaks and holiday periods. ( )
6. I understand that to be eligible to check out a laptop I cannot have outstanding library charges/overdue fines which would prevent me from checking out library materials. ( )
7. 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. ( )
  - a.) I will not leave the laptop unattended and will use it in a responsible manner. ( )
  - b.) I will not download any programs or files onto the hard drive of the laptop nor will I change the laptop's system configuration. I will save all my work to a floppy (if floppy drive available) or to my network file/folder. ( )
  - c.) When returning the laptop, I understand that I should return it to library staff and not just leave it on the circulation/reserve desk. ( )
8. I understand that the replacement fee for loss or damage to the laptop is an amount up to \$1800. An additional processing fee may also be charged. All charges that are accrued as a result of violations of these policies and procedures will be sent to the College's Business Office and will prevent a student from registering for classes for the next term or obtaining diploma/transcripts until paid in full.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Print Name Here:** \_\_\_\_\_