

Computer ID: _____

Patron: _____

Date of use: _____

Borrower ID: _____

Dick Smith Library Laptop User Agreement

WHEN BORROWING A LAPTOP FROM THE DICK SMITH LIBRARY, I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS:

Checking out:

Laptops are provided for current Tarleton students and employees only.

I will provide Circulation staff my current Tarleton ID to checkout a laptop.

The laptop is for library use only; it may not leave the building.

Loan period is for up to 4 hours, available for renewal (subject to demand).

User responsibilities:

I am responsible for the laptop and all its components and accessories while it is in my possession. I will not damage it or leave it unattended.

I will not tamper with the hardware or existing software.

I will provide my own disk to save my work. I will only save work to my disk, never to the hard drive. The Dick Smith Library is not responsible for any loss or damage to a user's file during the loan period.

I will ensure that I do not transfer viruses to the laptop. Anti-virus software is installed on all laptops; the Library is not responsible for any computer viruses that may be transferred during use.

I will not use the laptop clock to determine time due. The laptop clock may not be accurate.

Returning laptops:

I will return the laptop promptly at or before the time it is due; others may be waiting.

I will return the laptop at least 15 minutes before the circulation desk closes to allow for the check-in process.

I will return the laptop to a Circulation staff member and will not leave the laptop unattended. I WILL NOT PUT THE LAPTOP INSIDE THE BOOKDROP.

I understand that late fees will be assessed for returning the laptop past the loan period.

10 minute grace period. Fines are \$1.00 per minute. Late 1 hour = \$50.00, late 2 hours = \$110.00

I will cooperate fully with the staff as they fulfill their obligations to check in the laptop.

I understand that charges will be incurred for damaged or missing items as determined by staff.

I understand that the Systems Librarian will make the final check of the laptop and will notify me if there is a problem. *Final checks are generally run Monday – Friday during normal business hours.*

I have read, understand, and agree to abide by the above terms:

Signature

Date