

## Extended Laptop Loan Agreement

### Policy

- Users must fill out an Extended Laptop Loan Request Form and will be contacted within 24 hours with availability and to arrange an appointment for pick-up.
- Users are prohibited from tampering with the laptop's hardware and/or software.
- Items are due back 15 minutes before library closing time on the due date.
- Failure to return the laptop on time will result in a permanent ban on future extended laptop loan privileges.
- **On the first day the item is overdue:** Patron borrowing privileges will be suspended and a hold will be placed on the patron's Bursar account until the item is returned in its original condition when originally checked out. In an attempt to locate an overdue laptop, the Libraries will utilize tracking software loaded on the laptop. Additional patron services including Interlibrary Loan and Article to Go will also be suspended.
- **On the 2<sup>nd</sup> day the item is overdue:** A missing item report will be filed with the Syracuse University Department of Public Safety for possible criminal charges and/or SU/SUNY-ESF judicial sanctions.

### Usage

- Damage or loss of user's files: The Libraries are not responsible for damage to or loss of user's files.
- Shut down laptop prior to returning: The Libraries are not responsible for personal information and documents accessed by other patrons without proper shut down.

### Charges

- \$30 for a 14 day loan; must be paid by credit card at time of pick-up.
- Late fees for laptops not returned on time are \$5 per day for each item.
- Replacement fees will be charged on the 2<sup>nd</sup> day item is overdue or if the item is damaged:

Dell Laptop: \$1,600

Mac Laptop: \$1,750

Dell Charger: \$135

Mac Charger: \$115

Laptop Bag: \$50

Laptop Bag: \$50

- Replacement fees will be removed if the item is returned in original condition.
- An additional \$15 processing fee is applied for unreturned/damaged equipment.