

EXTENDED LAPTOP LOAN AGREEMENT

Policy

- Users must fill out an Extended Laptop Loan Request Form and will be contacted within 24 hours by a Circulation Supervisor 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 before library closing time on the due date to avoid any late fees.
- 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, remote access to e-resources, Article to Go will also be suspended.
- **On the 4th 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 \$2 per day
- Unreturned/Damaged Charges:

Dell Laptop: \$1,600	Mac Laptop: \$1,750
Dell Charger: \$120	Mac Charger: \$100
Laptop Bag: \$50	Laptop Bag: \$50
- An additional \$15 processing fee is applied for unreturned/damaged equipment.