

## Syracuse University Libraries—Extended Laptop Loan Agreement

Name \_\_\_\_\_

SUID \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Status \_\_\_\_\_

Address \_\_\_\_\_

Mac \_\_\_\_\_ or PC \_\_\_\_\_

Barcode 32911- \_\_\_\_\_ Item \_\_\_\_\_

Due Date \_\_\_\_\_

### Laptop Charger

Barcode 32911- \_\_\_\_\_ Due Date \_\_\_\_\_

### Laptop/Charger/Bag Note:

#### Charges

- **\$30** for a **14 day loan. No grace period.**
- **\$2 per day** late fee. **Accumulates daily until item is returned.**
- Unreturned/Damaged charges: **\$1,600 Dell laptop, \$120 Dell charger, \$1,600 Mac laptop, \$100 Mac charger, \$50 Laptop bag.**
- There's an additional **\$15 processing fee** for unreturned/damaged equipment.

#### Policy

- Items will be loaned out by and returned to a Bird Library Circulation supervisor. **Do not return items to the 1<sup>st</sup> Floor Bird Circulation Desk.**
- 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 long-term laptop loan privileges.
- **On the first day the laptop 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 initially checked out. In an attempt to locate an overdue laptop, the Libraries will utilize tracking software loaded on the laptop. Beginning Fall Semester 2014 additional patron services (Interlibrary Loan, remote access to e-resources, Article to Go, etc.) will also be suspended.
- **On the 4<sup>th</sup> day the laptop 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

- **Save your work to external storage (USB, etc.) and not to the laptop hard drive.** Upon restart or power failure, all saved files on the laptop are automatically deleted.
- **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 a proper shut down.

Supervisor \_\_\_\_\_ Patron \_\_\_\_\_ Date \_\_\_\_\_