

## SU Libraries Technology Support & Loan Policy

Name (Print) \_\_\_\_\_

S.U./E.S.F. ID# \_\_\_\_\_

Email \_\_\_\_\_

### Policy

- Items checked out at the **1<sup>st</sup> Floor Bird Circulation Desk and Carnegie Circulation** desks are on a first come first serve basis. **Reservations are not accepted.**
- Borrowers are required to show a current valid Syracuse University or E.S.F. I.D. card.
- 3 hour items are due back 3 hours after being charged or 15 minutes before the desk closes, **WHICHEVER OCCURS FIRST.\***
- Users are **prohibited** from tampering with the laptop's hardware and existing software.
- Do not leave items unattended. Users are responsible for all items and all accessories (**See Unreturned/Damaged charges on reverse side**).
- Borrowers are required to return items directly to a staff member at the **1<sup>st</sup> Floor Bird Circulation Desk** or to the **Security Office** on the first floor of Bird Library if desk is closed. Items borrowed from Carnegie Library must be returned to a staff member at the **Carnegie Circulation desk** before the desk is closed.
- The Library reserves the right to deny borrowing privileges to patrons who violate the items listed in this policy.
- **Additional policy for a laptop or tablet loan:**
  - As of 1/1/2014 failure to return the item on time will result in a permanent ban on future laptop/ipad 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 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 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

- **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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*Borrower is responsible for returning loaned materials in a timely manner. Although we make every effort to notify you of the exact return time, these are courtesy reminders only.*

Item	Unreturned/Damaged Charge*	Loan Period	Late Fee	Max Overdue Fine
Laptop (DELL)	\$1,600.00	3 Hour	\$.15/minute	\$60.00
Mac Laptop	\$1,600.00	3 Hour	\$.15/minute	\$60.00
Mac Charger	\$100.00	3 Hour	\$.15/minute	\$60.00
Laptop (DELL) Charger	\$120.00	3 Hour	\$.15/minute	\$60.00
Mac USB Cable	\$20.00	3 Hour	\$.15/minute	\$15.00
Mac USB Cable (lightning)	\$20.00	3 Hour	\$.15/minute	\$15.00
Mac VGA Adapter	\$35.00	3 Hour	\$.15/minute	\$15.00
Mac VGA Adapter (lightning)	\$35.00	3 Hour	\$.15/minute	\$15.00
Camcorder	\$900.00	24 Hour	\$5/day	\$60.00
Camera	\$300.00	24 Hour	\$5/day	\$60.00
Audio Recorder	\$60.00	24 Hour	\$5/day	\$60.00
Webcam Set	\$75.00	3 Hour	\$.15/minute	\$60.00
Headphones	\$25.00	3 Hour	\$.15/minute	\$15.00
iPad	\$700.00	3 Hour	\$.15/minute	\$60.00
Graphing Calculator	\$120.00	3 Hour	\$.15/minute	\$60.00
Mouse	\$15.00	3 Hour	\$.15/minute	\$15.00
Trackball Mouse	\$30.00	3 Hour	\$.15/minute	\$15.00
Tripod	\$135.00	24 Hour	\$5/day	\$60.00
Laptop Security Cable	\$50.00	6 Hour	\$.15/minute	\$50.00
Kill-A-Watt Meter	\$25.00	14 Day	\$.25/day	\$15.00
USB Flash Drive	\$10.00	3 Hour	\$.15/minute	\$15.00
JAWS	\$50.00	1 Semester	\$.50/day	\$50.00
MAGic	\$50.00	1 Semester	\$.50/day	\$50.00
Micro USB Cable	\$15.00	3 Hour	\$.15/minute	\$15.00
Speech Recognition Set	\$50.00	3 Hour	\$.15/minute	\$25.00

\*There's an additional **\$15 processing fee** for unreturned/damaged equipment.

Some items are only available at certain loan locations. The borrower will have to go to the appropriate location to borrow particular items. **Items will not be moved between SU Libraries locations.**

The list of available items and associated costs may be changed by SU Libraries at any time. Borrowers will be held responsible for fines, fees, and lost items charges in effect at the time the item was borrowed.