

# Laptop Borrower's Agreement - Students

## Manchester University - Funderburg Library

*Carefully read the Laptop Borrower's Agreement and sign below.*

### General Information

- Laptops are available to students who **present a valid MU ID** on a first come, first served basis; laptops may not be reserved in advance.
- Laptops may not be borrowed for other individuals. Only one laptop may be checked out per person.
- The loan period for a laptop and its accessories is **3 days - no exceptions**. If your laptop would be due at a time outside of the Library's normal hours of business then your due date will be the start of the next day of business.
- Laptops **cannot** be renewed over the phone or by email. Laptops may be renewed up to 2 times. Renewals may be made early but it should be noted that renewals will add 3 days from the time of renewal, not from the time of original check out. Renewals may be temporarily unavailable if the equipment has been reserved for University events.
- The fee for returning a laptop and charger late is **\$5 per day/per item (\$10/day total)**. There is a \$5 fee each (plus damages) for putting a laptop or power cord in the overnight book drop.
- Laptop borrowing rights will be **suspended if fines are greater than \$50**. We reserve the right to end borrowing privileges on a case-by-case basis.

### Borrower's Responsibility

- If using a laptop off campus, I understand it is necessary to login with my MU username and password **before** leaving campus.
- I understand that documents saved directly to the computer may be erased and it is necessary to save my work on OneDrive, thumb-drive, or other storage device.
- When using a MU laptop, I agree to abide by the acceptable use policy for University owned computers available at <https://chetnet.manchester.edu/dept/its/Public Documents/Policies/IT Policy Guide.docx> . I also agree to abide by the Laptop Borrower's Agreement as it appears today and as it is revised in the future which is available at: <https://www.manchester.edu/library/about-the-library/policies>.
- I am responsible for returning the laptop on time and for paying late and overnight book drop fees that I am assessed.
- I am responsible for paying the replacement cost up to **\$1,400** (and accessories up to \$100) if they are damaged, lost, stolen, or are not returned.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

MU ID# \_\_\_\_\_ Date \_\_\_\_\_

MU Email \_\_\_\_\_