**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 **24 hours.**
* The fee for returning a laptop late is **$5 per hour** and it will continue to add up if the accessories are not returned. 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 reach $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 user name and password prior to leaving campus.
* It is necessary to save my work on my MU network H-drive, thumb-drive, or other storage device. Everything saved on the laptop will be erased when it is returned.
* When using an MU laptop, I agree to abide by the acceptable use policy for University owned computers available at <http://its/policies/acceptableuse.aspx>.
* I am responsible for paying late and overnight book drop fees that I am assessed.
* I am responsible for paying the replacement cost up to $1200 (and accessories up to $100) if they are damaged, lost, stolen, or are not returned.

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MU ID # ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Revised March 2014