**Laptop Borrower’s Agreement – Faculty/Staff**

**Manchester University - Funderburg Library**

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

General Information

* Laptops are available to faculty and staff presenting a valid MU ID. They may be reserved in advance for up to 2 weeks at a time.
* If an extended loan period is needed, contact a librarian to determine if it will be possible.
* Laptops may not be borrowed for other individuals. Only one laptop may be checked out per person.
* To prevent damage, never return a laptop or power cord in the overnight book drop.

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 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 September 2013