

## **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 who present a valid MU ID on a first come, first served basis. Laptops 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 username and password **before** leaving campus.
  
- 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 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 \_\_\_\_\_