

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.
- 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 _____

MU ID # _____

Date _____