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 my MU network H-drive, 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 http://its/policies/acceptableuse.aspx . 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 **$1,200** (and accessories up to $100) if they are damaged, lost, stolen, or are not returned.

Signature _____

Printed Name _____

MU ID# _____ Date _____

MU Email _____

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