

## PULLMAN CAMPUS LIBRARY - LAPTOP KIT BORROWER AGREEMENT

Last Name: \_\_\_\_\_ First name \_\_\_\_\_ Middle Initial: \_\_\_\_\_

WSU ID Number: \_\_\_\_\_ Patron type: \_\_\_\_\_

Employee checking Cougar Card: \_\_\_\_\_ Date: \_\_\_\_\_

You must be a **current student, staff or current/emeritus faculty member at WSU** and provide Cougar Card or state-issued picture ID and know your ID number.

Laptops are available at Owen and Holland & Terrell Libraries on a first-come, first-serve basis and may not be reserved. The Library reserves the right to deny use of a laptop to any borrower for any reason.

Laptop computers may be checked out for **7 days**, with no renewals.

### ***Laptop Kit Component List:***

- One notebook computer
- One AC adapter power cable
- One nylon carrying case

### ***Conditions:***

I agree that I will:

- **Not use the laptop kit in violation of copyright law**
- Use the laptop kit in a manner consistent with the WSU "Computer and Network Use Policies" (accessible at URL <https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep04/>).
- Save data to a USB flash drive (note that data on the hard disk will be deleted seven days after the users last login).
- Not install any software onto the laptop. I will remove my files from the laptop before returning it and I understand that the library is not responsible for any files lost during my use or after the laptop is returned.
- Immediately notify the Library's Circulation Desk Staff if any component in the laptop kit is damaged, lost or malfunctions.
- Not leave the laptop unattended at **any time**.
- Pay the cost of repairing or replacing the laptop kit (or any component(S) of the laptop kit) if it is lost, stolen, or damaged while checked out to me. I understand these charges may be as high as **\$1,000**.
- Return the laptop kit and all components in the laptop kit **ON TIME**.
- Allow time for the library staff to verify the laptop kit is complete when I return it

I agree to have my library borrowing privileges suspended or revoked if I violate this agreement.

Signature of borrower \_\_\_\_\_ Date: \_\_\_\_\_