

## PULLMAN CAMPUS LIBRARY - LAPTOP KIT BORROWER AGREEMENT

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

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

Staff Member checking Cougar Card: \_\_\_\_\_ Date: \_\_\_\_\_

**Eligibility:** To check out a laptop computer kit, you must be a **current student, staff or current/emeritus faculty member at WSU**. You may not check out a laptop kit if there are any blocks, i.e. excessive fines, mail returned, etc. on your patron record.

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 **4 hours**, with no renewals. **NO OVERNIGHT CHECKOUT** allowed.

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

- One HP Compaq 6710 notebook computer
- One AC adapter power cable
- One external optical mouse
- One nylon carrying case
- One headset

### **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 <http://infotech.wsu.edu/about/Policies/computeruse.html>).
- Save data to a USB flash drive (note that data on the hard disk will be deleted following a system restart).

- 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 **\$2,035**.
- Return the laptop kit and all components in the laptop kit **ON TIME**.
- Return the laptop kit to the circulation desk no later than one half hour before closing time.
- Pay a fine of \$5 per hour if the laptop kit is not returned on time (The fine is assessed at the beginning of each hour). Note that fines will not be waived due to the fact that an overdue notice wasn't sent to the patron.
- Wait a reasonable time for the library staff to verify the laptop kit is complete when I return it. I understand that the Libraries staff will further inspect the laptop kit after check in to determine whether the laptop kit or any component(s) of the kit were damaged while I had the kit checked out.

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

X \_\_\_\_\_

Signature of borrower

\_\_\_\_\_ Date

All fines are assessed to the borrower and may be paid to WSU's Office of the Controller, WSU. Pullman, WA 99164-1039.

Updated 10/16/15 ss