

## Mobile Lab Use Agreement

The following policy governs the circulation of the laptop computers; it is to be read and understood prior to checking out a laptop. Borrowers are responsible for understand their liability as described.

### Laptops:

- Each laptop has MS Office Suite.
- Laptops leaving the Library will come with a carrying case.
- A fully charged battery will last approximately 3 hours.
- Files are not to be saved on the laptop and users are not to install software or change system settings.

### Eligible Borrowers:

- Laptops are checked out only to currently enrolled students with a valid student ID card (or driver's license) who are in a class scheduled to use the Mobile Lab.
- One (1) laptop per student. A laptop may not be checked out for others.
- If a laptop is not working when you receive it, please let library staff know promptly.
- Loans are not made to students with overdue materials or outstanding fines.
- Before a laptop is checked this Mobile Lab Use Agreement must be completed and signed; it is signed for each class.
- Save work to a USB storage device, not the desktop.
- Borrowers are responsible for the safe return of the laptop and accessories.
- Never leave the laptop unattended.

### Loan Period:

- Laptops are checked out only during the class session that is scheduled to use the Mobile Lab.
- Return laptop to the Library's Service Desk directly after the class session that is scheduled to use the Mobile Lab.
- Return laptop turned on and wait while library staff check for damages.
- If a laptop is not working properly, tell the library staff member
- Hand the laptop directly to a library staff member at the Service Desk. Do not leave it unattended anywhere, including the return receptacle or the library return counter.
- If there is damage, a Laptop Problem Report will be completed and the computer removed from circulation. Damage is recorded in the item record.

### Fines & Liability:

- Damage to the computer will be charged to the borrower.
- Do not tamper with the barcode; a \$10.00 replacement fine is charged.
- The overdue fine is \$10.00 per hour after the scheduled ending of the class session.
- Replacement cost of a lost or stolen laptop computer will be \$500 plus the accrued overdue fine.
- After one week overdue a police report will be filed and the patron charged with theft.
- Students may file a Library Appeals form.

I have read and understand these policies and agree to abide by them.

---

Print name

---

Sign

---

Date