

# Electronic Device Borrowing Agreement

By signing this form, you agree to take full responsibility for the equipment you are borrowing from Cameron University's Eugene D. McMahon Library and will adhere to Library, University, state and federal rules and regulations regarding the use of the equipment.

## Procedures for Borrowing and Returning Electronic Devices

- Unless otherwise stated at the time of checkout, the loan period is three days.
- Electronic devices and included components are checked out and returned to the Library Circulation Desk during operating hours, no later than 30 minutes prior to closing. Electronic devices cannot be returned to another place in the Library or in campus drop boxes.
- Depending on demand, patrons may be allowed to renew the device at the discretion of Library staff. Laptop renewals may be requested in person at the circulation desk, via phone, at the self-checkout machine, or through the patron's Atrium online catalog account.
- If any item is not returned by the due date, the borrower will be unable to borrow any other library materials until the item(s) are returned.
- Borrowers will be automatically notified via their Cameron University email account when the item becomes overdue, three days after the item is overdue, and then daily until 14 days past the due date. Library staff may attempt to contact the borrower via the phone number or alternate email address indicated on this form after the device(s) become overdue. The device(s) will be considered "Lost" 14 days after the due date.

## Policy for Unreturned or Damaged Electronic Devices

- The working condition of the electronic device(s) and included components will be assessed upon return. Borrowers are responsible for damage to and/or loss or theft of loaned items. Borrowers are required to report any problems experienced with equipment either during the borrowing period or upon return of the equipment.
- The borrower is solely responsible for the return of all equipment and included components undamaged and in proper working order and agrees to pay for the replacement costs of any damaged or unreturned items plus a \$10.00 processing fee.
- The borrower agrees to be held liable in the event an item is damaged (accidental or otherwise), missing, malfunctioning, lost, or stolen.
- The borrower acknowledges that any cumulative charges exceeding \$500.00 for the Library-assessed replacement cost of any devices either unreturned or returned damaged or malfunctioning plus a \$10.00 processing fee may be added to their Student Account balance any time 30 days after the due date.
- Cameron University does not accept patron-purchased replacements in lieu of the Library's assessed replacement charges nor the processing fee.
- In the event that an item is returned in its original condition up to 30 days after an item is billed, the replacement fee will be removed from the borrower's account. The borrower will still be responsible for the \$10.00 processing fee.
- In the event that an item is returned in its original condition after an item is billed and the borrower has paid the replacement and processing fees, the borrower may retain ownership of the borrowed item but will receive no refund.
- After two instances in a single semester of returning a laptop more than seven days after the due date, borrowers will have their laptop borrowing privileges revoked for the remainder of that semester.
- After three instances of returning a laptop more than 14 days after the due date, borrowers will have their laptop borrowing privileges permanently revoked.

# Laptop Use Policy

- Profiles on laptops are erased upon return to the Library. All files and data are deleted.
- Software may not be downloaded onto the laptop.
- Users may not alter, delete, or copy any software loaded on this laptop or otherwise change its existing configuration.
- Laptops do not connect to printers.
- Please consult library staff about issues with laptop hardware or software.
- Users must use a headset to listen to audio files or virtual meetings while in the Library.
- The borrower must comply with Cameron University's Computer Use Policy when using library-owned laptops.
- The borrower must comply with Cameron University's Copyright Compliance Policy as well as U.S. copyright law.
- The borrower must comply with all rules and regulations regarding the use of software programs installed on laptops.

Check Out			
Laptop Number:		Barcode:	
<input type="checkbox"/> Laptop <input type="checkbox"/> Charger <input type="checkbox"/> Case	<b>Item Condition/Notes</b>		Supervisor Initials:
Name:		CU ID:	
Phone:	Date:	Signature:	

Renewal		
Signature:	Date:	Supervisor Initials:

Check In		
<input type="checkbox"/> Laptop <input type="checkbox"/> Charger <input type="checkbox"/> Case	<b>Item Condition/Notes</b>	
Signature:		Date: