University of Rhode Island, University Libraries
LAPTOP LOAN AGREEMENT FORM

Laptops are available only to faculty, staff, and students affiliated with the University of Rhode Island. Laptops are to be used only in the Library (this includes the 24 Hour Room). Laptops can be checked out for 3 hours.

Please note that:
• Laptops are available on a first come, first served basis and may not be reserved in advance.
• Laptops may be renewed for 3 hours if no one has requested their use.
• The intentional downloading of unauthorized software is forbidden.

By signing this agreement, you certify that:
• By checking out a laptop, you assume financial responsibility for the laptop and its accessories.
• Use of the laptop is for academic and research purposes.
• The equipment will be returned to the Circulation Desk at the designated check-in time.
• Any computer malfunctions will be reported to Library staff at the time the laptop is returned.

Failure to return the laptop on time will result in late fees of $10.00 an hour with a maximum fine of $100.00. After 10 hours, the laptop will be listed as LOST, and a replacement cost for the laptop will be placed against the borrower’s library record in addition to any overdue and processing fees incurred. A damaged or lost laptop or accessories may result in replacement costs being charged. In addition, a sanction will be placed against the borrower’s record in e-campus preventing that borrower from registering for classes, graduating, or obtaining transcripts. Returning a laptop late three times or returning a laptop more than 10 hours overdue will result in a suspension of laptop borrowing privileges for the remainder of that semester.

All equipment not returned 3 days after its return date will be reported to the campus police.

**STAFF—PLEASE COMPLETE**

Patron Barcode: 21222-_____________ Power Cord _______ Other: _________________________

Circle one: Undergraduate Graduate Student Faculty Staff

Write down which computer is being CKO (example: Notebook 4):

Borrowed (date/time): _____ Staff initial: _____ Returned (date/time): _____ Staff initial: _____

I have read and I understand the laptop loan policy of the University of Rhode Island Libraries. I understand that I am financially responsible for the laptop and its accessories in the event of loss, theft, or damage. I agree to abide by these policies.

Borrower’s signature: ______________________________________Date: __________

Borrower’s name [please print]: ____________________________________________

LIBRARY MATERIALS ARE PROTECTED UNDER
CHs. 11-41-14, 11-41-14.1, and 11-44-15
OF THE GENERAL LAWS OF RHODE ISLAND

Policy # 11-01
Approved: Dean David C. Maslyn 2/17/11