Laptop User Agreement

A. The laptop computers are for UW Faculty/Staff and student use.
   1. The Student/Staff checking out the laptop computers will be required to present their student/staff IDs. The individual must also sign the user agreement in order to check out the laptop.
   2. Any fines and/or overdue materials from the library must be paid and returned before any student can use the laptop computers.
   3. **Laptops are not automatically renewed.** If you need to have one renewed, you must first see one of the librarians.

B. **Checkout period for the laptop is for 3 calendar days from the date checked out and is due at 9 AM the day it is due.**
   1. If the laptop is needed longer than the 3 days, the user may check it back out for one renewal after the three day period providing there is no one on the waiting list for the item.
   2. Not returning the laptop to the library by the 3-day checkout period will result in a fine of **$5 per day** until returned, including weekend days. Failure to comply and settle the fines may result in withholding of diploma/grades and a freeze on the user’s PRISM account. The hold in PRISM will begin two days after the account is past due.
   3. The laptop is to be returned to the library in the condition that it was originally checked out. A library staff member will check the machine and make note of any visible damage or missing parts.
   4. Any files, programs or other added software to the laptop should be deleted before returning.
   5. All equipment not provided by the library is to be provided by the user, namely a storage medium for your information. **NOTE: ANYTHING SAVED TO DESKTOP WILL BE ERASED ANYTIME THAT YOU SHUT DOWN THE COMPUTER.**

6. **THE USER IS FULLY RESPONSIBLE FOR ANY REPAIRS/COSTS DUE TO MISUSE, ABUSE OR NEGLECT. NOT RETURNING LAPTOP CAN RESULT IN CRIMINAL CHARGES AND UP TO AND INCLUDING $1,000.00 REPLACEMENT COST.**

I have read the agreement and hereby accept all provisions set forth:

___________________________________      __________________          _________
Signature of user (Write Legibly)                       Date checked out          Phone Number

Library Employee Initials: _____________

Library Employee Initials: _____________     _________________     _______________
Date Returned                    User Signature