FOR IN-LIBRARY USE ONLY!

If you must leave this laptop unattended, it must be locked with the security lock in this case.

LAPTOP USER POLICY AGREEMENT REGARDING RESPONSIBILITY

- Laptop computers are available for IN LIBRARY USE only, after user signature appears below, signifying agreement to these terms. New alumni may use library laptops through August 1 of their graduating year.
- DVD-Rom Drives are available with all Dell laptops. To eject a DVD/CD from the Mac laptops, hit the arrow key on the upper right of keyboard.
- Laptops are available on a first-come, first-served basis. No advance reservations will be accepted. If a laptop is in use, a “hold” can be entered and thereafter the current user may not renew. At the end of three hours the laptop must be returned to the desk. If no other patron is waiting at that time, the original user may renew for another three hours.
- Laptops can be borrowed for a maximum of two periods of three hours each.
- Student agrees to abide by the procedures in the handout provided on proper use of the laptop.
- **Laptops are due back one half hour before the library closes**, and the patron must wait approx. 10 minutes while the desk assistant checks that all of the peripherals have been returned and that the equipment and software appears intact.
- There is a replacement charge plus a processing fee for damage to or the loss of the laptop or the peripherals issued, up to a maximum of $3000.00.

I CONCEDE THAT I AM FINANCIALLY RESPONSIBLE FOR THE EQUIPMENT THAT I HAVE BORROWED AND WILL ATTEND TO ITS MAINTENANCE AND SECURITY WHILE IT IS IN MY POSSESSION. I WILL NOT ADD OR DELETE ANY SOFTWARE WHILE USING THIS LAPTOP.
I HAVE READ AND UNDERSTAND THESE POLICIES, AND AGREE TO THEM:

<table>
<thead>
<tr>
<th>date</th>
<th>time of checkout</th>
<th>laptop #</th>
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<tbody>
<tr>
<td></td>
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<td>3-Hour Limit</td>
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<tr>
<th>print name</th>
<th>year of grad.</th>
<th>signature</th>
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__________________________________________ (name of desk assistant)