

## UIW J.E. & L.E. Mabee Library Laptop Computer Borrowing Policy and Form

### Borrower Information: (please print)

Name: \_\_\_\_\_ UIW ID #: \_\_\_\_\_ Date: \_\_\_\_\_

### Eligible Borrowers:

- Current students, faculty and staff in good standing with the UIW Library.
- Must have a current and valid UIW student, faculty or staff ID.

### Borrowing Procedures:

- Laptops can be checked out in person (no proxy borrowing) from the Circulation Desk.
- The laptops can be taken out of the Library.
- Laptops may not be reserved in advance.
- Only one laptop per user may be checked out for a maximum period of 24 hours.
- Laptop checkouts are not available for back to back renewal.
- The laptop borrower assumes full responsibility for the safekeeping of the property.
- The Library staff are not responsible for configuring network/wireless cards or other computer equipment or peripherals.
- All library laptops are due back to the Circulation Desk no later than 15 minutes before closing time.

### Fines and Replacement Charges:

- An overdue laptop will accrue a fine of \$5.00 per hour with a maximum fine of \$25.00. There is no grace period.
- A laptop is declared lost when it has not been returned within 48 hours from the original check out time.
- A charge of \$850.00 will be charged to the user for a lost laptop. The fee charged for a lost power supply is \$50.00, \$10.00 for a power cord, \$50 for the stylus pen and \$130 for the keyboard case. These are based on the replacement costs of the individual items. Users, who cause damage to the hardware, must pay repair costs, which are determined by the UIW Help Desk.
- Charges for repairs and loss of property are sent to the Business Office for collection.

### Additional Guidelines:

- Any equipment malfunction must be reported to the Circulation Desk staff
- It is recommended that users routinely save their work to a flash drive or other personal device.
- The Library is not responsible for any computer viruses that may be transferred through a flash drive or the Internet.
- Use of the laptop requires that you agree to abide by all policies and laws regulating the appropriate use of the University of the Incarnate Word network and its computing resources.
- The borrower is responsible for the physical inspection of the laptop and its accessories at the moment of check out.
- Laptop users must save their work to their personal Sky drive. Any work that has not been saved will be erased when the power to the laptop is turned off.

**I acknowledge that I have read and understand the conditions for borrowing and using a library laptop.**

Borrower's Signature: \_\_\_\_\_

Date: \_\_\_\_\_