Laptop User Agreement Form

Term: __________ 20____

This laptop is
• available to current students, staff, and faculty at UAS who provide official picture identification to Circulation Desk staff and have active borrowing privileges at Egan Library
• available for a 1 day reserve loan period which is subject to overdue fees of $5.00/day up to a maximum of $50.00. If the laptop is more than 10 days overdue, you will be charged an additional $500.00 replacement fee plus a $15 processing fee. If the laptop is returned within 1 month in good condition, then you will be responsible for the overdue fees and the $15 processing fee. The amount of the replacement cost due to the Library for a lost or stolen laptop may be adjusted downward based on exceptional circumstances. This adjustment will be made at the sole discretion of the Library Director.
• equipped with licensed UAS software applications that are available in campus computing labs
• set up to only allow file storage in an individual’s personal space on the UAS network
• connected to a print queue at the Egan Library public workstation printers

I understand the above and agree to
• return a checked-out laptop to an Egan Library staff member at the Circulation Desk before its 1 day loan period has elapsed
• pay UAS- Egan Library $500 toward the replacement cost of the laptop if it is damaged, lost or stolen while checked out to me.
• assume responsibility for any overdue fees, replacement fees and processing fees, and acknowledge the Library’s right to bill me $500 and freeze my UAS business account (for a student) or bill my department $500 (for a staff or faculty member) until the laptop is returned in good condition
• take due care in handling the laptop and promptly report any damage or malfunction to a library staff member
• renew this laptop agreement each term (Fall, Spring, Summer) and maintain active borrowing privileges with Egan Library in order to retain the privilege of checking out laptops

Printed
name:_____________________________________________ UAS ID no.________________

Last name First name 8 digits

Student □ Staff □ Faculty □

Department

User’s Signature Date

Staff initials Yes No

SIRSI borrowing privileges verified Date

My signature below signifies that I understand the statements above and have received a copy of this agreement and the FAQ: Laptop Checkout Policy and Procedures.