Laptop Borrowing Agreement and Policy for Use

Borrower Information: (please print)

Name: _____   Department: _____

IIT ID: _____   IIT Status: _____
                                  (faculty or student)

*I understand that I am responsible for the safe and timely return to the Galvin Library circulation desk of this borrowed laptop. I acknowledge that I have read and understand the **Rules of Use** listed below. If damages or late fees are incurred I understand that I am responsible for all charges as applicable. I also understand that intentional vandalism will result in being charged up to the full replacement cost of the laptop, plus a processing fee.*

Borrower Signature: _____   Date: _____

Rules of Use:

- Laptops are provided and maintained by the Office of Technology Services (OTS). **Problems with the laptop while you have it? Call, email or stop by the OTS Support Desk.**
- You are responsible for ensuring the laptop is not damaged, lost or stolen while it is charged to you. The replacement fee for the laptop is $1000, so consider the penalties before taking from the library.
- **4-hour check out period.** The laptop is intended for temporary use; not long-term borrowing. You can renew the laptop online through your user account for one additional **4-hour renewal period,** but the laptop must be returned to the circulation desk **before your allotted time has passed.**
- Call the circulation desk 312.567.6847 to verify due date and time if needed.
- An overdue charge of $5.00 is assessed automatically when a laptop is overdue, and $5 for each continuing hour the laptop is late.
- Advance reservations are not accepted for loaner laptops. Laptops are lent on a first-come, first serve basis. Users may not borrow more than 1 laptop at a time.
- Laptops must be returned no later than 30 minutes before the library closes.
- You are not permitted to install software on the laptop.
- Do not save data to the hard drive or desktop. Anything saved on the hard drive or desktop will be lost when the machine is shut down. Save data often to a flash drive or email your data to yourself.
- Users are required to adhere to IIT (http://www.iit.edu/ots/our_policies.shtml) and Galvin Library (http://library.iit.edu/about/policies/computing-access) computing policies.
- Laptops loaned by Galvin Library are for the use of IIT students and faculty.
- Laptop use is a privilege that will be revoked if the service is abused.

For Staff Use Only

Due Time _____

□ **Laptop has been renewed**

New Due Time _____

Items	Out	In
Laptop #____	□	□
Power Cord	□	□