JAMES A. GIBSON LIBRARY
LAPTOP COMPUTER AGREEMENT FORM

(Full details can be found at http://www.brocku.ca/library/about/laptoplend.htm)

Conditions

- Laptops may be borrowed at the Circulation Desk of the James A. Gibson Library by faculty, staff and students, for a period of up to 4 hours, on presentation of a valid Brock University photo ID card. As stipulated in the Library's Borrowing Policy, users who fail to return overdue recalled items and/or have fines in excess of $10 will lose their borrowing privileges and must settle all accounts before a laptop can be signed out.

- Laptops can be borrowed for 4 hours at a time and may be used outside of the library. Laptops signed out within four hours of closing time, Monday – Thursday, will be due back one hour after the library opens the next day. Laptops signed out within four hours of closing on Friday will be due back one hour after the library opens on Monday.

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- Renewals are possible and must be conducted in-person at the Circulation Desk with the laptop in hand. Renewals are conditional on availability, and the absence of other users waiting for this equipment.

- Laptops must be returned in-person at the Circulation Desk and users will be required to wait momentarily so that library staff can verify that all equipment pieces have been returned. Users should report any laptop malfunctions and/or problems to library staff.

- **Bloomberg laptop may be borrowed for 2 hours at a time and may not be taken out overnight. Replacement cost for this laptop is $2500.00.**

Reading and signing this agreement certifies that the undersigned assumes full financial responsibility for the laptop and accessories while signed out in his/her name. The Library is not responsible for any loss or damage to a user's files saved to laptop or by unexpected reboot, hardware failure, network interruptions or viruses. Library staff are not available to provide network and software support.

Penalties/Sanctions

- Overdue fines for the late return of laptops are charged at the rate of $10 per hour or **any part thereof** with a maximum fine of $300, and suspension of borrowing privileges.
- The cost of a damaged or lost laptop and/or laptop accessories may result in replacement costs of up to $1,200 in addition to any overdue and processing fees incurred.

I have read and understand the James A. Gibson Library Laptop Computer Lending Policy described above. In the event of loss, theft or damage while signed out in my name, I understand that I am financially responsible for the laptop and its accessories. I agree to abide by these policies.

NAME: (Please print) _____

Address: _____

_____

TELEPHONE # _____ BROCK ID #_____

Email: _____DATE: _____

Signature: _____ STAFF INITIALS: _____

Privacy and Protection of Information

The James A. Gibson Library, Brock University, protects your privacy and your personal information. The personal information on this form is collected under the authority of the Brock University Act, 1964 and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the University Library and its programs and services. Direct any questions about this collection to the Head, Circulation Department, James A. Gibson Library at (905) 688-5550, ext. 3727.

Revised August 2012