

### Laptop Borrowing Agreement

- Laptops may be requested at the Circulation Desk, or by contacting Access Services at [access@smu.ca](mailto:access@smu.ca) if none are presently available.
- Laptops are available to registered Saint Mary's students who are in good standing, i.e. no outstanding library fines over \$20.00. Students may only sign out one laptop at a time.
- There are designated laptops available for the following loan periods:
  - **For 3-HOUR Loans:**
    - Overdue fines for laptops on 3-hour loan are \$1 per hour (or part thereof) to a maximum of \$20.
    - Laptops will be assumed lost if not returned by closing on the due date.
    - Any information saved on the hard drive will be automatically erased upon restarting or shutting down the laptop. We recommend you frequently save your work to a flash USB stick, OneDrive, or email your work to yourself.
  - **For 30-DAY Loans:**
    - Overdue fines for laptops on 30-day loan are \$5 per day (or part thereof) to a maximum of \$20.
    - Laptops will be assumed lost if not returned by closing three days after the due date.
- Borrowing privileges will be suspended if late return fees total \$20 or more. Laptops assumed lost will incur a replacement charge of \$1500.
- Our laptop computers include a power cord and a wireless network card. They do not include a mouse. The laptops are set up with the University's standard software package i.e. Office Pro plus, Trend Micro, etc.
- The laptop is lent, *as is*. We cannot guarantee that the batteries will be fully charged. Any technical problems or damage should be reported to Library staff immediately.
- Users are expected to be familiar with laptop computers and computer applications. Please contact the [helpdesk@smu.ca](mailto:helpdesk@smu.ca) for login problems or technical issues. The Library's Reference Desk is happy to offer assistance with research and research tools. Please contact our reference staff at [research@smu.ca](mailto:research@smu.ca)
- Do **not** drop the laptops into the book return bin. Borrowers should be prepared to wait a few minutes while Library staff verify that the laptop and cord have been returned in good condition. Students should report any laptop malfunctions or problems immediately.



Conditions of Use

- Laptop borrowers assume full responsibility for damage, loss or theft. The approximate replacement value of the laptop is \$1500.00
- **Leave enough time, when returning the laptop, for staff to verify it is in working order.**
- Users must adhere to **Saint Mary's University's Technology Use Policies** (<http://www.smu.ca/administration/itss/policy.html>) and must not violate any Digital Copyright Laws.

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

I have read and understand Saint Mary's University's Patrick Power Library Laptop Lending Policy and the fines/charges mentioned 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. I also acknowledge that failure to comply with any of these conditions may result in the loss of library borrowing privileges.

\_\_\_\_\_  
Signature Date Phone #

\_\_\_\_\_  
Print Name SMU ID #

STAFF USE:	Laptop number:	DATE:
Laptop barcode:		STAFF INITIALS: