



One University. One World. Yours.

Laptop Borrowing Agreement

- Laptops may be borrowed at the Library Access Services (Circulation) Desk by Saint Mary's students, faculty, and staff with a valid Saint Mary's ID card. Library users must be in good standing, i.e. no outstanding library fines or liabilities over \$10.00.
- The loan period for laptops is three hours. Laptops are due no later than thirty minutes prior to the library's closing. These laptops may not be taken from the library, and cannot be signed out on an overnight basis.
- Holds or advance booking are currently not available. Laptops can be renewed once, if no other patron is waiting for one. A patron can only sign out one laptop at a time.
- Laptops must be returned in person to the Access Services staff. Do **not** drop the laptops into the returns bin or leave them on the counter. Borrowers should be prepared to wait a few minutes while the staff verifies that all items have been returned in good condition. Users should report any laptop malfunctions or problems immediately.
- Overdue fines are \$2 per hour (or part thereof) to a maximum of \$22 and will be charged on the laptop **and** the laptop cord. Borrowing privileges will also be suspended if late return fees total \$10 or more. Laptops will be assumed lost if not returned by closing on the day borrowed. The borrower will be charged for damage to or the replacement of the laptop and/or the laptop cord.
- Any information saved on the hard drive will be automatically erased upon restarting or shutting down the laptop. Two commonly accessed network drives (J:\ and P:\) are not accessible via the wireless network. We recommend you frequently save your work to a flash USB stick or email your work to yourself.
- Our laptops computers include a power cord and adaptor, wireless network card, and a DVD/CD-ROM player. They do not include a mouse or a floppy drive. The laptops are set up with most of the programs students will find on library terminals.
- 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 the library staff immediately.
- Users are expected to be familiar with laptop computers and computer applications. The library cannot offer instruction in the operation of laptops or its software applications. However, the library's Reference Desk is happy to offer assistance with library research and research tools.
- Our full Laptop Lending policy is available at <http://www.smu.ca/administration/library/laptoplending.html>

Conditions of Use

- **Never leave the laptop unattended!** Handle the laptop carefully and do not touch the screen. Laptop borrowers assume full responsibility for damage, loss or theft. If damage occurs to the laptop or accessories, charges for repair or replacement will be imposed. The approximate replacement value of the laptop is \$1500.00
- In case of emergency evacuation please take the laptop with you and return it to the Circulation Desk when the building is safe to re-enter.
- 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
- Activities such as installation of file sharing software are not allowed.
- Saint Mary's University is not responsible for any files left on the laptop or for loss or damage of the user's files during the loan period. Any files saved on the laptop are automatically removed when the laptop is restarted and cannot be recovered.
- Laptops will be assumed lost if not returned by closing on the day borrowed. The borrower will be charged for damage or the replacement of the laptop and laptop cord.

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 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 my library borrowing privileges.

Signature

Date

Print Name

SMU ID #

Phone #

STAFF NOTES	
Laptop #:	Staff Initials: