

Equipment Borrowing Agreement

Name*			Tufts Username / UTLN (if known)
First	MI	Last	
Email*		Cell Phone Number*	Institution / School*

Checkout and Use Policies

Borrowing Policies

- A library patron must present a valid picture ID to borrow a laptop, iPad or accessories.
- Only one laptop or iPad may be checked out at a time.
- The checkout period is **4 hours**.
- Laptops, iPads and/or accessories can be renewed multiple times per day provided not all the laptops or accessories have been checked out.
- Laptops, iPads and/or accessories may not be taken off campus.
- The library staff will not hold borrowed equipment for borrowers who wish to leave the building.
- Equipment must be returned to the 4th floor Library Service Desk.
- Equipment must be returned 4 hours after checkout or a half hour before library closing.
- **No laptops, iPads, or accessories will be loaned one hour before closing.**

Conditions of Use

- **Never leave the equipment unattended!** Handle the equipment carefully and do not touch the laptop screen. **Equipment borrowers assume full responsibility for damage, loss or theft.** If damage occurs to the item, charges for repair or replacement will be imposed.
- In case of emergency evacuation please take the item with you and return it to a Library Service Desk when the building is safe to reenter.
- Patrons must adhere to all University Policies (<https://it.tufts.edu/univ-pol>) and must not violate any Digital Copyright Laws.
- The installation of file sharing software is not allowed. Patrons who cause a borrowed laptop to be restricted from the Tufts network may be denied future borrowing privileges and will be reported to their school.
- Tufts University is not responsible for any files left on the laptop or iPad or for loss or damage of the patron's files during the loan period. **Any files saved on laptops are automatically removed when the laptop is restarted and cannot be recovered.**
- All equipment will be assumed lost if not returned by closing on the day borrowed.

Overdue penalty

- If items are returned past the due date/time any of the following infractions **will result in the temporary suspension of borrowing and renewing privileges:**
 - 1st offense: suspension of all borrowing privileges, to be lifted 24 hours after item is returned
 - 2nd offense: suspension of all borrowing privileges to be lifted one week (7 days) after return
 - 3rd offense: suspension of all borrowing privileges to be lifted one month after return and notification to the dean
 - 4th offense: suspension of all borrowing privileges to be lifted one semester after return

Loss or damage penalties

- The borrower will be charged for damage or the replacement of the laptop, iPad, or accessories at current market rate plus a processing fee. Current prices can be found at: www.newegg.com or www.microcenter.com

Read and Sign:

I understand that I am fully responsible for the safe and timely return of this laptop and any future laptops I borrow. I acknowledge that I have read and understand the Borrowing and Use Policies. If loss, damages or overdue fees are incurred, I understand that I am responsible for all charges. By signing this document, you agree to all terms for borrowing laptops now and in the future.

Borrower's Signature*	Date*