Equipment Borrowing Agreement

<table>
<thead>
<tr>
<th>Name*</th>
<th>Tufts Username / UTLN (if known)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>MI</td>
</tr>
<tr>
<td>Email*</td>
<td>Cell Phone Number*</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Borrower’s Signature*</th>
<th>Date*</th>
</tr>
</thead>
</table>

*Denotes a required field
Last Edited 05/15