Equipment Borrowing Agreement

<table>
<thead>
<tr>
<th>Name*</th>
<th>Tufts Username / UTLN (if known)</th>
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<tbody>
<tr>
<td>First</td>
<td>MI</td>
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<tr>
<td>Email*</td>
<td>Cell Phone Number*</td>
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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.
- 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.
- Equipment can only be used in the Sackler Building.
- 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.
- Users 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. Users 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 user’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
- 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 (up to $1600).

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*