

Staff Use:

UVic Libraries' Mearns Centre for Learning Laptop Lending Policy

1. Current University of Victoria students, faculty and staff may borrow laptops from the McPherson Library's Loan Desk.
2. A valid UVic I.D. card must be presented at the time of signing out a laptop and a Laptop Borrower Agreement must be signed acknowledging responsibility for equipment.
3. The laptop computer consists of a variety of internal components, including battery, wireless network card, a CD-ROM drive or a floppy drive. Carrying cases are not provided.
4. Laptops may be borrowed for 2 hours.
5. Renewals must be made in person.
6. Laptops are for use in the Mearns Centre for Learning only (including: McPherson Library and the Library Café) and must be returned to a staff member at the Loan Desk.
7. Any files saved to the laptop will be erased upon its return and cannot be recovered.
8. Files may be saved to external storage, UVic Temp drive (Wallaby), emailed as an attachment, or printed.
9. User will not leave laptop unattended.
10. If a laptop is not returned by the time due, the user will be assessed a late fee of \$21.00 per hour (\$0.35 per minute), up to a maximum late fee of \$100.00.
11. Laptops not returned within 24 hours will be assumed lost and in addition to the maximum late fee, a replacement cost of \$2500.00 will be charged to the user's account.
12. If the laptop is reported damaged, lost, or stolen, a fee of up to \$2500.00 will be assessed.

Laptop Borrower Agreement

Please read this document carefully before signing. This agreement must be signed before a laptop can be checked out to you.

I have read the Laptop Lending Policy, and I agree to assume full responsibility for this laptop computer during the time(s) that it is checked out to me. I agree to abide by the Library's Public Computer Workstation Use Policy when using the laptop. I further agree that I will not leave the laptop unattended at any time, and I agree to reimburse UVic Libraries, up to a maximum charge of \$2500.00, for any damage to, loss of, or theft of the laptop or its accessories that occurs while it is checked out to me. I understand that all files and work remaining on the laptop after it is returned will be erased and are not recoverable. I will return the laptop to a staff member at the McPherson Library's Loan desk within two hours. I understand that overdue charges apply and will be charged to my library account at a rate of \$0.35 per minute (\$21.00 per hour) for overdue laptop loans up to a maximum overdue fine of \$100.00. I understand that a laptop checked out to me and not returned within 24 hours of the due time will be assumed lost and a replacement cost of \$2500.00 will be applied in addition to the maximum overdue fine. My signature below acknowledges that I have read and agree to the above terms and conditions and that I understand that this agreement is binding and enforceable.

Name _____ UVic ID # _____

Signature _____ Telephone _____

Date _____ Email _____

Staff initials: