

Laptop Loan Agreement



Dalhousie Libraries

Laptop # _____

Laptop loans are available to Dalhousie students, faculty, or staff members in good standing with the Dal Libraries (no fines or fees over \$20). The laptops are configured for WiFi. The loan period is **1 Month**; renewals are available online, over the phone, and by email.

To borrow one of the library's laptops, you must agree to the following conditions:

- 1) I agree to handle the computer carefully, not leave it unattended, and adhere to Dalhousie University's Acceptable Use Policy: https://cdn.dal.ca/content/dam/dalhousie/pdf/dept/university_secretariat/policy-repository/AcceptableUsePolicy.pdf
- 2) I understand that I am personally responsible if the laptop is lost, stolen, or damaged.
- 3) I agree to return the laptop and accessories within the agreed loan period (1 Month). If the laptop is not returned to a Dal Library, I accept the overdue fine of \$10/hour to a maximum of \$200. Laptops not returned or renewed on its due date will be considered lost and I will be charged a replacement fee of \$1,500 for a PC laptop or \$1,800 for a Mac laptop.
- 4) In the case of damage or loss, I agree to pay up to \$1,500 (PC) or \$1,800 (Mac) for repair or replacement. Component replacement fees are: power supply \$125, lock \$45, case \$50, mouse \$15.
- 5) I acknowledge the Dal Libraries is not responsible for damage to files or removable media caused by unexpected reboot, hardware/software failure, network interruptions, or viruses.

My signature below indicates that I have read and accept all conditions and fines as stated by the Laptop Loan Agreement and I agree to abide by these conditions. I further understand I am financially responsible for the laptop and its accessories. Failure to comply with the stated conditions and fines may result in an outstanding debt to Dalhousie University as well as the loss of university and/or library privileges.

Name (print):		Banner #:
Signature:		Library borrowed from: <input type="checkbox"/> Kellogg <input type="checkbox"/> Killam <input type="checkbox"/> Sexton <input type="checkbox"/> MacRae
Dal email:		Pick up DATE:
I agree the following components are included: <input type="checkbox"/> PC laptop <input type="checkbox"/> Mac laptop <input type="checkbox"/> Mouse <input type="checkbox"/> Case <input type="checkbox"/> Power supply <input type="checkbox"/> Lock		
Check out:	Check in:	Staff notes:
Staff initials:	Staff initials:	