

# Laptop Circulation Policy

## Policy Rules

1. LWTech employees and students may check out laptops with a current LWTech ID card.
2. Laptops may not be reserved in advance.
3. When you check out a laptop, you acknowledge that it is fully functioning, undamaged, and that all the parts are there.
4. Only one laptop may be checked out at a time.
5. Do not leave laptops unattended at any time.
6. Laptops must be returned to a library staff member at the information desk in the same condition it was in when you received it.
7. In the event of damaged equipment, library staff will determine if damage is the result of normal wear and tear. Do not attempt repairs, adjustments, or alterations of any kind.
8. **If the laptop is lost or damaged, you will be responsible for all repair or replacement fees.** You may contact the library at any time to ask about replacement fees for particular items.

### Students:

- Laptops have a 3-hour loan period. Failure to return the laptop on time will result in fines. Fines will be assessed at a rate of \$1 per hour, to a maximum of \$30.
- Laptop usage is limited to in Library use only.

### Employees:

- Laptops have a 2-week loan period.

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## Statement of Understanding of Laptop Circulation Policy

I have read, understand, and will comply with all of the Laptop Circulation Policy. A copy of this policy has been given to me. I understand that I assume complete financial responsibility for the laptop checked out to me.

Student       Employee

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SID Number: \_\_\_\_\_