

Laptop Checkouts

Agreement: *By checking out a laptop from Benner Library's Computer Lab, I understand and agree to the following:*

- * I am responsible for the security of the laptop and all its components, and will protect it from theft and damage.
- * I will not let anyone else use it while it is checked out to me. **I will not leave this laptop unattended.** I understand I will be billed to replace any missing internal or external components. I will pay costs to replace a missing or severely damaged laptop and realize those costs start at **\$1500.00** and may be more.
- * I understand there is no access to network drives and will save data files to a thumb drive or a CD (available for purchase in lab office)
- * I will use the laptop only in the library (excluding the fishbowl)
- * If I have a problem with the laptop, I will report it to the Lab Assistant immediately.
- * I will return this laptop directly to the Lab Assistant with it still logged on, at or before the time it is due, **according to the Lab computer clock** (*synchronize your watch*).
- * I agree and understand that ONU and the Library assume no responsibility for loss or damage to my personal property through use of the laptop.

I will pay non-refundable overdue charges beginning at \$10 per item until the computer is returned or reported lost. I understand that overdue charges will not be waived.
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