

Dell Laptop ____
Apple iPad ____
MacBook Pro Laptop ____
MacBook Air Laptop ____

Staff Use Only:
Academic School Year:

Library Equipment Loan Policy Agreement Form

"IN LIBRARY USE ONLY"

The **Shepard Library & ITS Department** provides laptop computers and iPads for **"IN LIBRARY USE ONLY"** for students, faculty and staff of NCCU. All students, faculty and staff must present a valid NCCU ID card to borrow a laptop or ipad.

1. Laptops and iPads may be loaned to currently, verifiably-enrolled or employed NCCU students, faculty, staff for a period of (4) four hours period, on a first-come, first-served basis. Laptops/iPad can be renewed for an additional 4 hours loan period **only** if the item has not been requested by another user. Laptop and iPad checkouts will stop (1) one hour before the library closes. Online or phone renewals are not allowed. The laptop/iPad must be returned to the service desk where it was originally checked out for renewal.
2. Borrowers must complete a loan agreement accepting responsibility for any loss or damage to the laptop or iPad and costs of repair or replacement every academic school year.
3. Laptops/iPads are for **"IN LIBRARY USE ONLY"** may not be taken out of the Library for any reason.
4. The loan will include a laptop/iPad, power cord and iPad cover.
5. Laptops/iPads may not be reserved in advance.
6. The laptop or iPad must be returned to a staff person at the desk from which it was checked out and should never be left on the service desk unattended or placed in a book drop for return. No laptop or iPad will be checked in until it has been inspected and approved by Library or ITS staff.
7. The Library provides limited computer and software assistance.
8. Standard configuration includes a Windows operating system or OS X Lion, Microsoft Office products, and Internet Explorer. The borrower may not add or remove software, or modify the laptop or iPad configuration. Wireless networking is available in Shepard Library.
9. The borrower will be held financially responsible for damage and/or loss of any loaned equipment (laptops, iPads, power cords, laptop cases and iPad covers).
10. If the borrower's use of the laptop or iPad in any way violates library or University computer use policies that violation will result in the student's library record being marked as "barred" from checking out laptops or iPads.
11. Borrowers are expected to read and abide by NCCU's **"Responsible Use of University Computing and Electronic Communication Resources Policy"**. Copies furnished upon request.
12. Borrowers are responsible for ensuring the security of the laptop/iPad while it is in their possession. It is strongly urged that laptops/iPads never be left unattended.

Fines & Charges

Overdue laptops/iPads will accrue fines at the rate of \$10.00 per hour (or any portion thereof) with no maximum fine. There is a replacement charge and processing fee for loss or damage to the laptop, iPads or their peripherals, power cords and carrying case. All fees, overdue fines or replacement charges, will be placed on the student's university BANNER record. The student will not be permitted to register for classes, change a schedule, drop/add any classes at NCCU or receive academic transcripts until the equipment is returned and all charges have been paid. All borrowers are responsible for ensuring the security of equipment while it is in their possession.

LIBRARY EQUIPMENT LOAN POLICY

Please note that failure to comply with the conditions of this agreement may result in the loss of laptop/ipad checkout privileges.

LIABILITY: The user accepts any and all responsibility for repair and/or replacement costs resulting from theft, damage, negligence or misuse. Market value and/or damage to equipment are determined by the owning department, who will collect any fees associated with these matters. Grade reports, transcripts, and certificates/diplomas may be withheld until outstanding issues are resolved.

AUTHORIZED USERS: Users must present a valid NCCU ID card to be scanned and validated on the library system. Equipment must be in the possession of the authorized user at all times.

LOAN PERIODS AND FINES: Users will return equipment to the service desk from which it was borrowed by the due time. Library borrowing privileges will be suspended if equipment is not returned and/or user has fines outstanding.

Equipment Type	Loan Period	Fine	Replacement Cost
Dell Laptop Apple MacBook Pro Laptop Apple MacBook Air Laptop	4 hours	\$10.00 per hour or part of an hour	Dell: \$2,000.00 + \$25.00 process fees
Power Cords; Laptops Case; iPads Covers	4 hours	\$5.00 per hour or part of an hour	Power Cords: \$30.00 + 25.00 process fees Laptops Cases: \$50.00 + \$25.00 process fees iPads Covers: \$20.00 +25.00 process fees
Apple iPads (regular & mini)	4 hours	\$10.00 per hour or part of an hour	iPads: \$700.00 + \$25.00 process fees

EQUIPMENT USE: The user will only use the equipment for academic purposes and will notify the Library immediately if experiencing any problems with the equipment.

DELECTION OF FILES: Do not save any work on the equipment’s hard drive. All user files saved on the equipment’s hard drive will be deleted once it is returned.

RETURNS: The user is responsible for returning the equipment to the Library’s service in person, on time and in the same condition it was loaned.

LAPTOPS AND iPADS: In addition to the above conditions, laptop and iPads users will:

- Abide by the University Student and Employee Computer Use Policy.
- Refrain from installing and/or download unauthorized software or applications.
- Use the laptop or iPad within the confine of Shepard Library only.
- Submit a new Laptop/iPad Lending Agreement Form each academic school year.

In signing below, I understand and agree to the Library Equipment Loan Policy and the University Student and Employee Computer Use Policy.

Signature of User

BANNER ID Number

Print Name of User

Permanent Address: _____

City/State _____ Zip _____

Phone # _____ NCCU Email _____

Signature of Staff Member: _____

Date: _____ Time: _____ Service Desk: _____