

RENTSCHLER LIBRARY ELECTRONIC EQUIPMENT LOAN AGREEMENT

In exchange for equipment borrowing privileges, I agree to the following conditions:

- Equipment may be borrowed by Faculty, Staff, and Students ONLY upon presentation of a valid Miami University photo ID and a second form of identification (driver's license or state-issued ID).
- Only one laptop may be checked out per library user.
- Equipment must be returned in-person to the Circulation Desk with equipment in hand, in the same condition as when it was checked out.
- All equipment must undergo maintenance upon return and cannot be immediately re-circulated. Laptops are not eligible for renewal.
- Files and data cannot be saved to the equipment memory. **Laptop memory will be cleared when powered off; data saved to other equipment will be deleted when returned.**
- Battery power for the equipment may not last the entire checkout period; the Library recommends checking battery power and frequently saving personal files to a flash drive, network folder, or email account to prevent loss of work.
- Changes to the equipment's operating system or memory systems, including downloading software, are strictly prohibited.
- The Library is not responsible for any loss or damage to the user's files or peripheral devices due to equipment or network malfunction.

Due Times & Replacement Costs

- **ALL DIGITAL EQUIPMENT HAS A 24-HOUR LOAN PERIOD.** For example, an item that is checked out at 10:00 a.m. on Monday is due back by 10:00 a.m. on Tuesday. If the library is not open when 24 hours is up, the due time will be advanced to 1 hour after the library is open on the next business day. Because library hours vary, it is the borrower's responsibility to maintain awareness of due times at each instance of checkout. Items begin to accrue overdue fines immediately and continue hourly regardless of the library's hours of operation. **OVERDUE FINES FOR EACH PIECE OF EQUIPMENT ARE \$5.00 PER HOUR, TO A \$100 MAXIMUM + A \$25.00 MAXIMUM BILLING FEE.**
- Equipment that is not returned within 3 days of the due date will be charged replacement costs as follows: Netbook \$700, Netbook A/C adapter cord \$100, Laptop Bag \$115, video cameras \$400, digital voice recorders \$230, and digital cameras \$199.

Digital Equipment Borrowing Privileges

In addition to the terms above, I agree to:

- Return the equipment on time and in the same condition as I received it
- Reimburse the libraries for any damage or loss incurred while the item(s) are checked out
- Pay any fines accrued if the equipment is returned late

Note: This Agreement is in effect each time you check out equipment; equipment borrowing privileges may be revoked for failure to comply with all policies. Agreement must be signed/renewed each academic year. The Library reserves the right to modify policies as deemed necessary.

NAME: _____ SIGNATURE: _____
(Print) DATE: _____

2 PIC ID'S CHECKED _____ STAFF RECEIVING FORM: _____
P MESSAGE ADDED ____/____/____ BY: _____