



MARION CAMPUS LIBRARY

1469 Mt. Vernon Ave., Marion, OH 43302 • (740) 725-6254

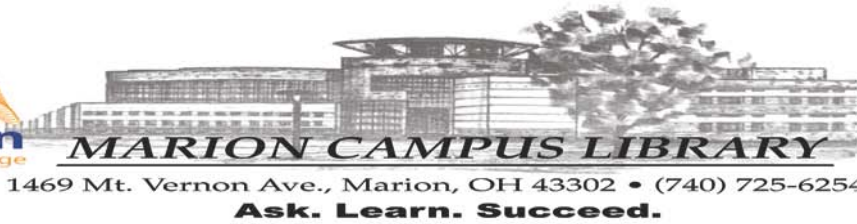
Ask. Learn. Succeed.



Marion Campus Library Wireless Laptop Loan Program General Information and Terms of Use

- 12 Dell laptops are available for loan in the Marion Campus Library on a first-come/first served basis to currently enrolled Ohio State University and Marion Technical College students, faculty and staff. Reservations are not accepted and there are no waiting lists.
- Additional accessories such as headphones, computer mice and disc drives, may be available for check out.
- Laptops cannot leave the library and cannot be left unattended.
- Laptops may, on occasion, be reserved for library instruction purposes and not be available for general use during that time.
- Borrower must present his/her valid campus ID and sign a loan agreement form when first borrowing a laptop.
- Laptops may be checked out for up to 4 hours, **no renewals**. They will be running on battery power. If the battery runs low, save your work and bring the laptop to the desk for a new battery.
- Laptops and accessories must be returned to a **library staff member** at the **Circulation Desk** at least one-half hour before the library closes to allow for the check-in-process.
- Library staff will check each laptop for damage prior and concluding each check out period.
- There is no charge for use, but late fees will be assessed when a laptop or accessory is not returned on time. Lat fees begin with \$2.00 for the first hour and \$5.00 per hour thereafter. There is no grace period. Fines and fees cannot be appealed.
- Borrowers are responsible for any damage incurred during their loan period. If a laptop is lost or stolen, the borrower will be charged a non-refundable **\$1200.00** replacement fee. If laptop is overdue for more than 24 hours, further action will be taken.
- Borrowers must abide by the Campus Acceptable Use policy when using library laptops.
- Borrowers cannot tamper with hardware or software and cannot attempt to load software onto the laptops.
- Borrowers must save work on a USB Flash (Jump) Drive or computer disk. Any work files saved on the hard drive will be **automatically deleted** when the computer is shut down.
- Laptops will not be loaned out to community users.
- Laptop users can print to the campus library network printer, located at the Circulation Desk. Copies cost 10¢ per page. Copies can be picked up and the Circulation Desk.
- The library will not be responsible for any loss or damage to a user's file(s) during the loan period. Periodic saving of files is recommended when using a laptop. **Do not save them on the hard drive.**

These wireless laptop represent a significant investment in providing students with improved technologies and new access points on campus. Your respect for the equipment and the rights of all campus users will be appreciated. If you have questions, the library staff will be happy to answer them.



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Laptop Loan Agreement Form

By signing this agreement form to borrow a laptop from the Marion Campus Library, I understand and agree to the following:

User Responsibilities:

- I assume full responsibility for the laptop and any accessories while checked out to me.
- I assume full financial liability for the laptop (**up to \$2000**) and any accessories while in my possession.
- I will not leave the laptop unattended.
- I will not provide my own USB Flash (Jump) Drive or computer disk to save my work. I will only save work to my drive, not the hard drive. Any work files saved on the hard drive will be automatically deleted when the computer is shut down.
- Library-owned laptops are for educational purposes and I will abide by the Campus' Acceptable Use Policy.
- I acknowledge that the library and library staff members are not responsible for any loss or damage to my files or flash drive.
- I agree that failure to comply with any of these rules and guidelines can result in the loss of library/campus privileges.

Check-out:

- I acknowledge that I have provided a valid campus ID to check out the laptop.
- I will use the laptop only in the library for up to 2 hours.
- I agree not to check out the laptop for use by anyone other than myself.
- I understand that the laptop accessories will be checked for damage prior to and concluding my loan period.
- I understand that printouts can be made to the library printer at a cost of 10¢ per page.

Returning Laptops:

- I will return the laptop and any accessories at or before the time it is due and to a library staff member at the Circulation Desk.
- I will return laptop and accessories one-half hour before the library closes to allow for the check-in process. I understand that I might have less than 4 hours of use time under these circumstances.
- I agree to pay **per item** late charges of **\$2.00 for the first hour and \$5.00 for each hour thereafter** if the laptop and accessories are late.
- I agree that the library may use any appropriate means to collect the amount owed for fines, damages, or loss.
- I acknowledge that fines can result in the loss of laptop checkout and other library privileges.

I do hereby verify that I have read and understand the "Laptop Loan Agreement" and I agree to abide by the above terms:

Date: _____

Signature: _____

Printed Name: _____

Email Address: _____

Phone Number: _____

ID Number: _____

Employee Initials

Note placed in patron record