EXTENDED LAPTOP CHECKOUT USER AGREEMENT  
Research Commons

(Before checking out an extended laptop, all users must read and sign this agreement.)

I understand and agree:
- to present a valid SFSU OneCard identification in order to checkout and check in a laptop computer;
- to verify my library account information as required for 2 factor ID process;
- that the laptop is for academic use only;
- that the loan period for laptop checkout is up to 30 days, and that the laptop must be returned by the due date 1-hour before the Library Research Commons Help Desk (1st Floor Library) closes;
- There are no renewals. One checkout per semester per patron is allowed.
- I’m checking out this laptop for my own use. I will not lend this to anybody else, and I’m responsible for returning it to Research Commons myself.
- that if I return a laptop late, I will pay late return penalties of:
  - $15.00 for each day (or fraction of a day) the laptop is not returned after the day it is due.
  - $5.00 for each day (or fraction of a day) the power adapter is not returned after the day it is due.
- that I will pay a replacement charge for a damaged, lost, non-returned, or stolen laptop of up to $2,000.00 and an additional $100 for damaged, lost, non-returned or stolen power adapters.

I have received:
- a randomly selected laptop with DVD drive and battery pack with an AC adapter and power cable in a carrying case.

I understand that:
- if I have problems with this equipment, I will return it immediately to Research Commons Help Desk (1st Floor Library);
- all equipment is property of San Francisco State University and is intended for academic use only;
- all uses of the laptop must comply with the University’s Computing Ethics and Security guidelines: http://tech.sfsu.edu/policies
- use of the laptop is a privilege, which may be revoked by the Library for any inappropriate use or for violations of this agreement.
- These are older laptops with basic software installed. User privileges are open so that students can install their own software. When the laptop is returned, the contents of the laptop will be erased from the hard drive and a new operating system installed. Reconfiguring of laptop software is allowed (not hardware).
- I have read and understand the terms of the Laptop Checkout Agreement. By signing the Laptop Checkout User Agreement, I agree to the terms and conditions of the checkout agreement.

Agreement form must be filled out by the supervisor:

Patron Name_______________________________ SFSU ID Last 4 Digits ____________________
Laptop # / Charger # ________________________ Due Date/ Time ________________________
Staff Name / Signature_______________________ Today Date__________________________
Patron Signature ___________________________ Today Date__________________________

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