

LAPTOP CHECKOUT USER AGREEMENT

Research Commons

Before checking out a 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 use **on Campus** only (it may not leave the campus);
- that the loan period for laptop checkout is for up to 4 hours or 1 hour before Library Research Services (1st Floor Library) closing. 7 days a week, all laptops must be return by 9:00pm;
- that only one checkout per day per patron is allowed. No **Renewals**;
- that laptops are returned to the Library Research Commons main desk only;
- 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:
 - \$3.00 per hour or any fraction thereof for the laptop,
 - \$1.00 per hour or any fraction thereof for the power adapter,
- that I will pay a replacement charge for a damaged, lost, non-returned or stolen laptop of up to \$2,000.00 and \$100.00 for a damaged, lost, non-returned or stolen power adapter.

I have received:

- a randomly selected laptop and battery pack including an AC adapter and power cable in carrying case.

I understand that:

- if I have problems with this equipment, I will return it immediately to Library Research Services (1st Floor Library).
- all equipment is property of San Francisco State University and is intended for use **on campus only** (it may not leave the campus);
- all uses of the laptop must comply with the University's Computing Ethics and Security guidelines: <http://fiscaff.sfsu.edu/content/computing-ethics-and-security>
- use of the laptop is a privilege which may be revoked by the Library for any inappropriate use, or for violations of this agreement.
- reconfiguring the laptop is not allowed in any form.

-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.