EXTENDED LAPTOP CHECKOUT USER AGREEMENT J Paul Leonard Library Research Commons Help Desk

Before checking out an extended laptop, all users must read and sign Laptop Checkout User Agreement using Adobe Digital Signature. Read More about Adobe Digital Signature here: <u>https://sfsu.box.com/v/AdobeElectronicsignatures</u>)

Effective Tuesday, March 31, the Library will be closed until further notice. Due dates will be automatically extended and overdue fines will not accrue during our closure. Please check our website and social media for the latest information on Library services.

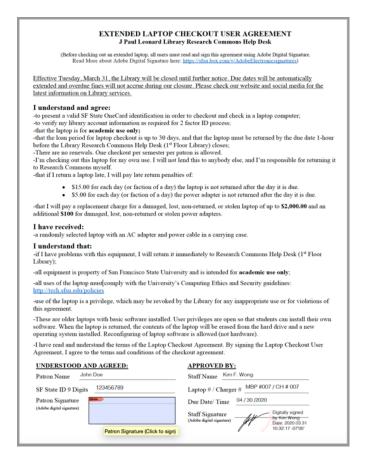
Sign PDFs using Adobe Reader Windows or Apple McIntosh Computer

Download and install Free Adobe Acrobat Reader.

https://get.adobe.com/reader/otherversions/

To sign a PDF document or form, you can type, draw, or insert an image of your handwritten signature. You can also add text, such as your name, company, title, or the date. When you save the document, the signature and text become part of the PDF.

1. Steps to sign a PDF: open the *Library Laptop Checkout Agreement E-Signature_ID_########.pdf* form that you want to sign.



2. Click the "Patron Signature" field at the bottom left corner. The Signature is detected automatically. Hover the mouse over a field to display a blue box. Click anywhere in the blue box.

-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.

UNDERSTOOD AND AGREED:	APPROVED BY:			
Patron Name John Doe	Staff Name Kim F. Wong			
SF State ID 9 Digits 123456789	Laptop # / Charger #MBP #007 / CH # 007			
Patron Signature	Due Date/ Time04 / 30 /2020			
(Adobe digital signature) Patron Signature (Click to sign)	Staff Signature (Adobe digital signature) Digitally signed by Kim Wong Date: 2020.03.31 10:32:17 -07'00'			

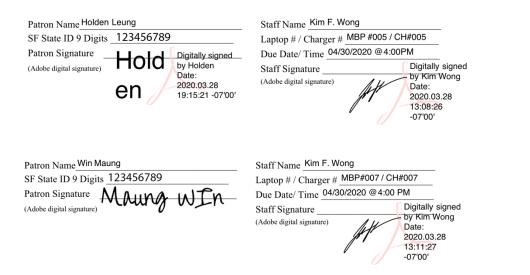
3. If you've already added your signature, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel. You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

4. Create new Digital Signature or use existing signature.

Configure a Digital ID for signing ×		×	My Signature o	
A Digital ID is required to create a digital	Selec	t the type of Digital ID:		Your Saved Signature: Create You do not have a saved signature.
signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some	0	Use a Signature Creation Device Configure a smart card or token connected to your computer		Your Saved Initials: Create You do not have saved initials.
are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance.	0	Use a Digital ID from a file Import an existing Digital ID that you have obtained as a file	ł	Draw Image Mobile
	0	Create a new Digital ID Create your self-signed Digital ID		sign Here
(?)		Cancel	ue	Close Apply

5. Example of the Signed user agreement.



Sign PDFs using iOS or Android Devices

Apple iPads/iPhones (Pre iOS 13 and iPadOS 13 download Microsoft OneDrive. iOS 13 and iPadOS 13 devices can use built-in Apple Photo app) https://apps.apple.com/us/app/microsoft-onedrive/id477537958

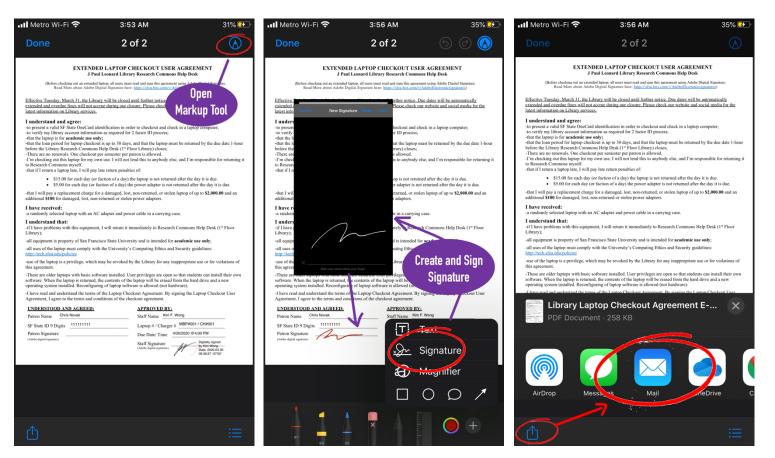
Android Phones/Tablets

https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en_US

Mark up a PDF Using Apple Photo App for iOS 13

Download and open the *Library Laptop Checkout Agreement E-Signature_ID_##############f* form that you want to sign. When you open a PDF file from Photo App on your iPad, iPhone or iPod Touch, the Markup tool appears at the top, along with other common PDF commands such as print or search.

- 1. At the top of your screen, tap Markup (Pen Tool)
- Near the bottom right corner click on ellipsis (+) to expand drop down menu and select Signature to create a digital signature for the PDF. Tap the Pen to draw or write freehand, with a Pencil or stylus, or your fingertip. When you're satisfied with it, tap Done and the signature will be added to the PDF.
- 3. Tap and drag the corners of the signature box to resize it as necessary and place it near "Patron Signature" field. Swipe up, down, left, or right to navigate your way through the PDF to the place where you want to make your markups.
- 4. Save the file and send Signed User Agreement PDF file to Library via Service Ticket or Email.

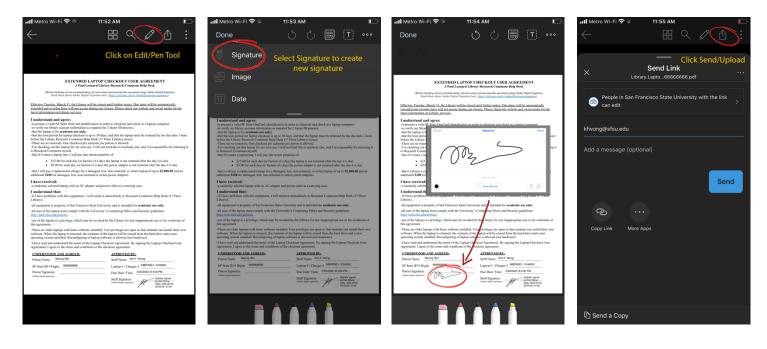


Mark up a PDF in OneDrive for iOS

Use the Markup tool in OneDrive for iOS to add notes, text, pictures or freehand markup to PDF files.

Download and open the *Library Laptop Checkout Agreement E-Signature_ID_##############f* form that you want to sign. When you open a PDF file from OneDrive on your iPad, iPhone or iPod Touch, the Markup tool appears at the top, along with other common PDF commands such as print or search.

- 1. At the top of your screen, tap Markup (Pen Tool)
- 2. Select **Signature** to create a digital signature for the PDF. Tap the **Pen** to draw or write freehand, with a Pencil or stylus, or your fingertip. When you're satisfied with it, tap **Done** and the signature will be added to the PDF.
- 3. Tap and drag the corners of the signature box to resize it as necessary and place it near "Patron Signature" field. Swipe up, down, left, or right to navigate your way through the PDF to the place where you want to make your markups.
- 4. Save the file and send Signed User Agreement PDF file to Library via Service Ticket or Email.



Mark up a PDF in OneDrive for Android

Download and open the *Library Laptop Checkout Agreement E-Signature_ID_##############f* form that you want to sign. When you open a PDF file from OneDrive on your Android device, the Markup tool appears at the top, along with other common PDF commands such as print or search.

Use the Markup tool in OneDrive for Android to add notes, text, pictures or freehand markup to PDF files. Add markup.

- 1. Open the OneDrive for Android app, and open the PDF you want to mark up.
- 2. Near the top right corner click on ellipsis (vertical three dots) to expand drop down menu and select "Signature". Create new signature and place it near "Patron Signature" field.
- 3. Save the file and send Signed User Agreement PDF file to Library via Service Ticket or Email

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Effective Tuesday, March 31, the Library, will be closed until further notice. Due dates will be automatically extended and overhate (nos will not access during our closure. Please check our subsize and social media for the latest information on Library partice.	I understand and agree: -to present a valid SF State OneCard identification in or -to verify my library account information as required for -that the laptop is for academic use only:	rder to cheekout and check in a laptop computer; r 2 factor ID process;		Effective Tuesday, March 31, the Library will be a extended and overdue fines will not accrue during latest information on Library services.	losed until further notice. Due date our closure. Please check our web	es will be automatically site and social media for th	2
I understand and agree: 	-that the loan period for laptop checkout is up to 30 day before the Library Research Commons Help Desk (1° I -There are no renewals. One checkout per semester per -1 m checking out this laptop for my own use. I will not	s, and that the laptop must be returned by the due date 1-1 loor Library) closes; patron is allowed. Lend this to anybody else, and I'm responsible for return		I understand and agree: -to present a valid SF State OneCard identification -to verify my library account information as requi- -that the laptop is for academic use only:	red for 2 factor ID process;		
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-that if I return a laptop late, I will pay late return penalties of: • \$15:00 for each day (or faction of a day) the laptop is not returned after the day it is due. • \$5:50 for each day (or faction of a day) the power adapter is not returned after the day it is due.		t, non-returned, or stolen laptop of up to \$2,000.00 and an	1	-that if I return a laptop late, I will pay late return p • \$15.00 for each day (or faction of a • \$5.00 for each day (or faction of a	day) the laptop is not returned after	er the day it is due.	
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I have received: -a randomly elected laptop 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 Library):	immediately to Research Commons Help Desk (1st Floor		I have received: -a randomly selected laptop with an AC adapter ar	d 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 (1 st Floor Libraryi ²	-all equipment is property of San Francisco State Unive			I understand that: -if I have problems with this equipment, I will retu	m it immediately to Research Cor	nmons Help Desk (1" Floor	, 1
-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 http://tech.sfsu.edu/policies			Library); -all equipment is property of San Francisco State I			
 all uses of the laptop must comply with the University's Computing Ethics and Security guidelines: http://tech.stbu.edu/policies 	this agreement.	by the Library for any inappropriate use or for violations		-all uses of the laptop must comply with the Unive http://tech.afsu.edu/policies			
suse 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. U software. When the laptop is returned, the contents of the operating system installed. Reconfiguring of laptop soft 	Jser privileges are open so that students can install their o he laptop will be erased from the hard drive and a new	wn	-use of the laptop is a privilege, which may be rev this agreement.			
-These are odder happeps with house orthourse installed. Use privileges are repeases that mediants can install their own softwares. When hepping instantands, extending of happen politicary with be reared from that drive and an are operating system minified. Reconfiguring of happen politicary in allowed (set hardwares) - there are and an understand the term of the Laplace Deckent Argements. By subject the Laplace Checkent User		eckout Agreement. By signing the Laptop Checkout User		 These are older laptops with basic software instal software. When the laptop is returned, the content: operating system installed. Reconfiguring of lapto; I have read and understand the terms of the Lapto 	s of the laptop will be erased from t p software is allowed (not hardwar	the hard drive and a new re).	
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