

# 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: <https://sfsu.box.com/v/AdobeElectronicsignatures>)

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.

**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 this agreement using Adobe Digital Signature.  
Read More about Adobe Digital Signature here: <https://sfsu.box.com/v/AdobeElectronicsignatures>)

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.

**I understand and agree:**



- to present a valid SF State 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 (1<sup>st</sup> 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 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 (1<sup>st</sup> 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.

<p><b>UNDERSTOOD AND AGREED:</b></p> <p>Patron Name <u>John Doe</u></p> <p>SF State ID 9 Digits <u>123456789</u></p> <p>Patron Signature </p>	<p><b>APPROVED BY:</b></p> <p>Staff Name <u>Kim F. Wong</u></p> <p>Laptop # / Charger # <u>MBP #007 / CH # 007</u></p> <p>Due Date/ Time <u>04 / 30 / 2020</u></p> <p>Staff Signature  Digitally signed by Kim Wong Date: 2020.03.31 10:32:17 -07'00'</p>
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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:**

Patron Name John Doe

SF State ID 9 Digits 123456789

Patron Signature  
(Adobe digital signature)



**APPROVED BY:**

Staff Name Kim F. Wong

Laptop # / Charger # MBP #007 / CH # 007

Due Date/ Time 04 / 30 /2020

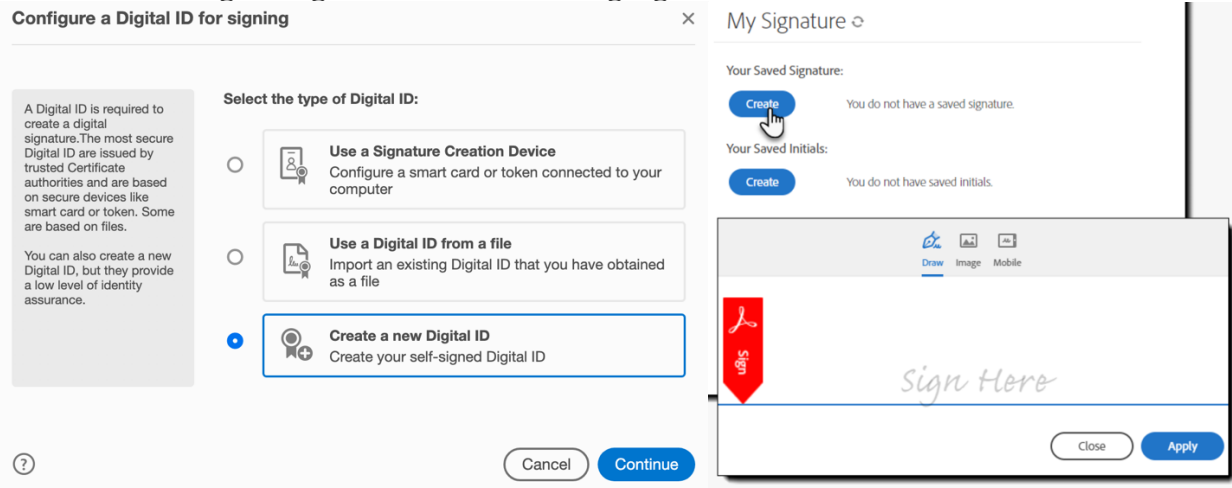
Staff Signature  
(Adobe digital signature)

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.



5. Example of the Signed user agreement.

Patron Name Holden Leung

SF State ID 9 Digits 123456789

Patron Signature  
(Adobe digital signature)

**Holden**  
Digitally signed  
by Holden  
Date:  
2020.03.28  
19:15:21 -07'00'

Staff Name Kim F. Wong

Laptop # / Charger # MBP #005 / CH#005

Due Date/ Time 04/30/2020 @ 4:00PM

Staff Signature  
(Adobe digital signature)

Digitally signed  
by Kim Wong  
Date:  
2020.03.28  
13:08:26  
-07'00'

Patron Name Win Maung

SF State ID 9 Digits 123456789

Patron Signature  
(Adobe digital signature)

**Maung Win**

Staff Name Kim F. Wong

Laptop # / Charger # MBP#007 / CH#007

Due Date/ Time 04/30/2020 @ 4:00 PM

Staff Signature  
(Adobe digital signature)

Digitally signed  
by Kim Wong  
Date:  
2020.03.28  
13:11:27  
-07'00'

# 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>

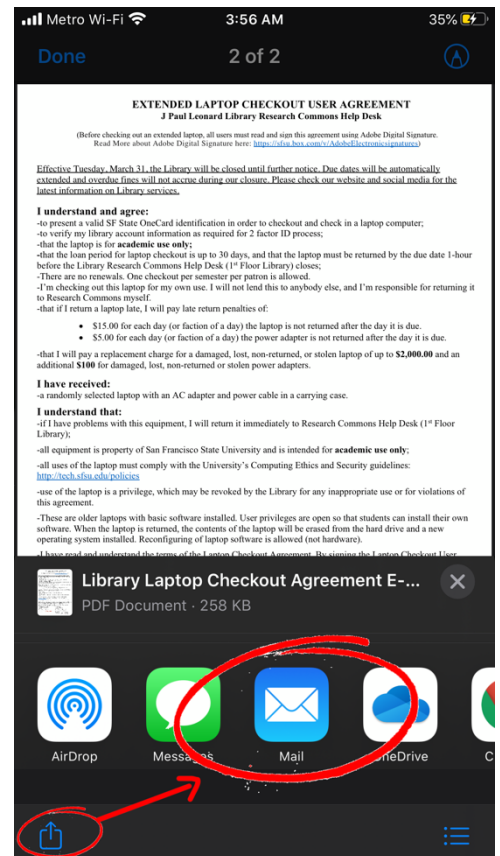
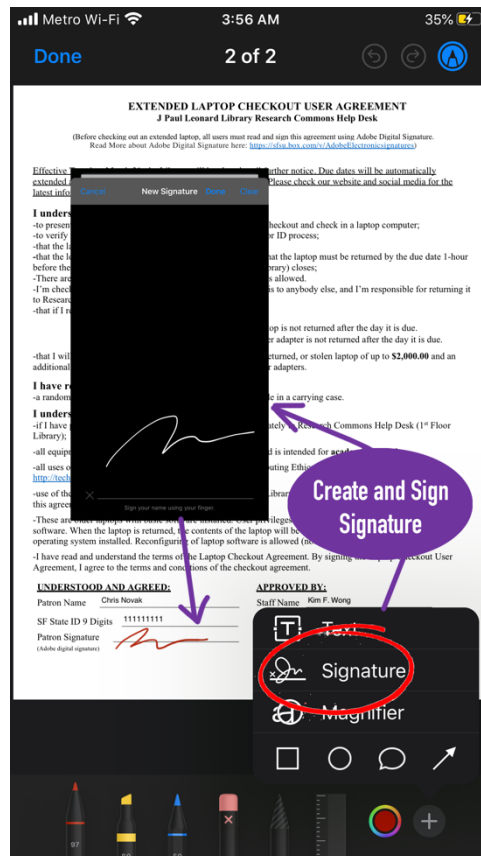
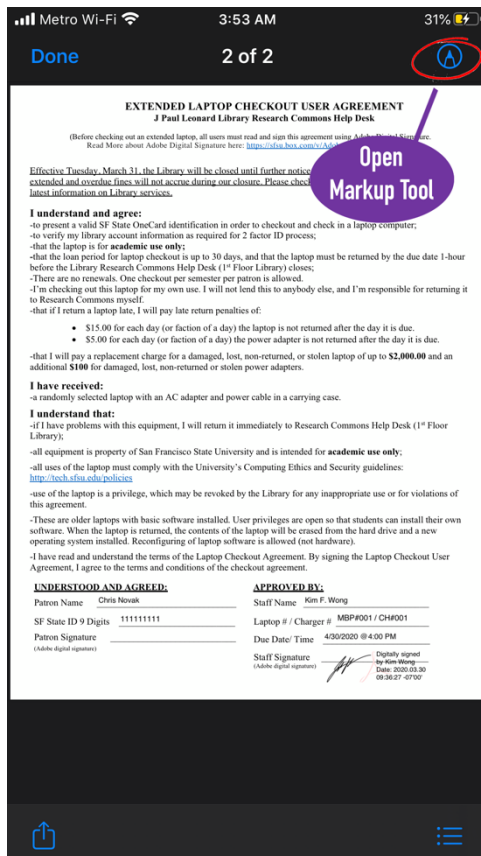
Android Phones/Tablets

[https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en\\_US](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\_#####.pdf** 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)**
2. 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.

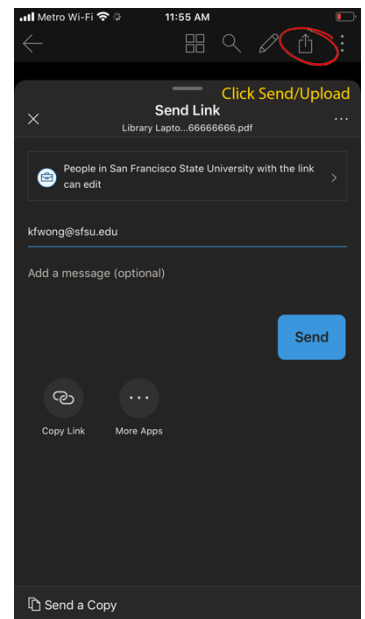
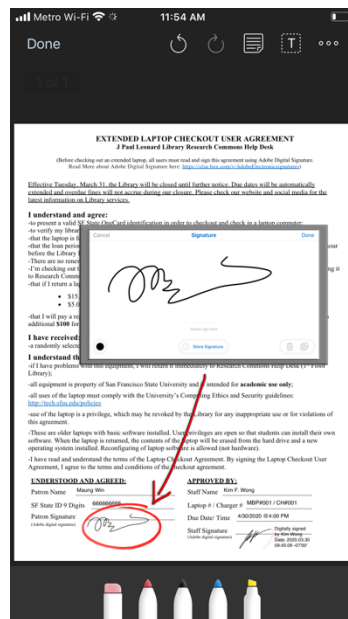
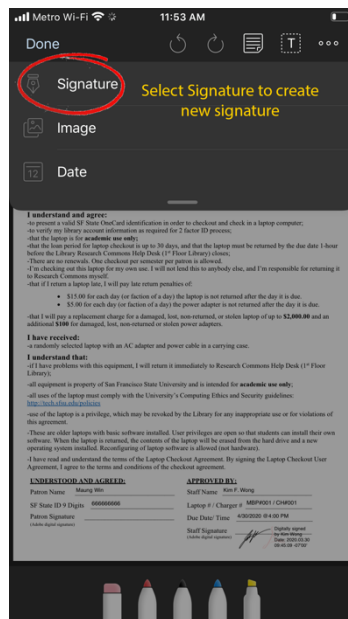
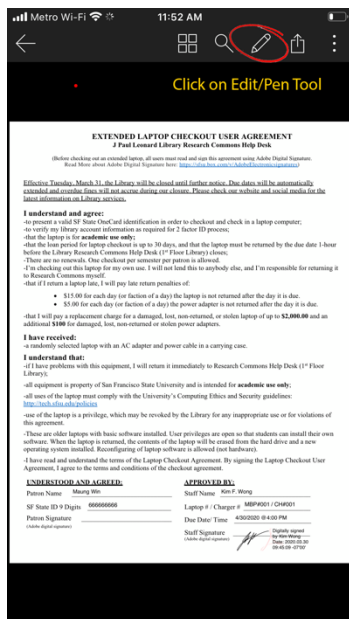


# Mark up a PDF in OneDrive for iOS

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\_#####.pdf** 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#####.pdf** 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

