EXTENDED LAPTOP CHECKOUT USER AGREEMENT
J Paul Leonard Library

(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)

If you are enrolled in the current semester, and need a laptop to support your remote learning, you can submit Library Extended Laptop Request Form available at:
https://sfsu.service-now.com/sp?id=sc_cat_item&sys_id=9ba4bc07db2a185081fd16994b9619f5

After submitting the form, Library staff will review your request, and contact you to complete the checkout process. Once the checkout process is complete, the library will arrange to have the laptop shipped to your home.

Laptops are available on a first come, first served basis; however, due to limited supply, if you already have access to a laptop or desktop computer, we request that you not fill out this request form, in order to provide more access for other students without access to a laptop or desktop computer.

For more information, or software support, please email service@sfsu.edu or call 415-338-1420. Be sure to check your SF State email as updates will be sent to your SF State email address.

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;
-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 J Paul Leonard Library.
-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.
- $5.00 for each day (or faction 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 $100 for damaged, lost, non-returned or stolen power adapters.

I have received:
-a randomly selected laptop with an AC adapter and power cable.

I understand that:
-if I have problems with this equipment, I will contact support by emailing service@sfsu.edu or call 415-338-1420.
-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:
https://its.sfsu.edu/itsecurity
-use of the laptop is a privilege, which may be revoked by the Library for any inappropriate use or for violations of this agreement.
- Library laptops have the following software installed. Reconfiguring of laptop software is allowed. Please review the software list here https://library.sfsu.edu/extended-laptops-checkout to make sure the pre-installed software meets your needs. When the laptop is returned, the contents of the laptop will be erased from the hard drive and a new operating system installed.

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   _____   Staff Name   _____

SF State ID 9 Digits _____   Laptop # / Charger # _____

Patron Signature   Due Date/ Time   _____

_____
(Adobe digital signature)   Staff Signature   _____

                                                            (Adobe digital signature)