

Laptop Checkout Registration & Liability Form

Morris Library – SIUC

Part I: Personal Information

(Please print clearly and complete ALL fields)

Full Name: _____
Last
First
M.I.

SIU Dawg Tag: _____

Local Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Alternate Phone:** _____

E-Mail: _____ **Alternate E-Mail:** _____

By completing this form, I agree to the conditions to participate in the laptop checkout program at Morris Library, SIUC. I agree to:

- Be responsible for the laptop and accessories during each checkout period.
- Reply to all Morris Library communications regarding these items in a timely manner

I understand a failure to do so may result in the laptop being recalled and the privilege being lost for the duration of the semester or permanently depending on the severity of the situation.

If a laptop is lost or stolen while in my possession, or if I fail to return it to the Circulation Services Desk in a timely manner, the below fees will be immediately assessed to my account:

Laptop	Power Cord + Laptop Bag	Processing Fee
\$1200.00	\$75.00 + \$25.00	\$25.00

If a laptop computer is damaged while in my possession, I understand and agree to pay the related costs to Morris Library to repair the laptop to its normal working condition within 30 days of receiving a statement. I understand that until the charges are paid, laptop privileges will be suspended and the expense may be charged on my Bursar account. Laptop privileges will not be reinstated until the charge is paid in full. If I experience a problem with a laptop while it is checked out to me, I will immediately return it to the Circulation Services Desk and report the problem.

Damage Fees Chart

<u>Damage</u>	<u>Fee</u>
Cracked Screen	Cost to replace
Dented or Cracked Casing (Dropped)	Cost to repair
Battery Damaged	\$75

Laptop Circulation Policy Morris Library – SIUC

- Laptops may be checked out only by students with a current, valid SIUC photo ID card and proof of enrollment.
- Staff and Faculty are ineligible for this program.
- Each patron will be required to sign a Laptop Checkout Registration & Liability Form. This form must be filled out at the Morris Library Circulation Desk.
- Laptops and accessories checked out to approved laptop users are the sole responsibility of that user. Overdue fines, lost item fees, and damage fees will be charged to the account of the user who checked out the laptop.
- As with all library material, it is strongly advised that users not entrust others to use or return laptops to the circulation desk on their behalf.
- Laptops may be checked out for a semester and cannot be renewed online!
- Machines will be chosen at random. Users may not request a specific laptop.
- Laptops must be turned in to the Circulation Services Desk (1st floor) by the due date.
- Laptop, Power Cord and bag are all reviewed for damage at both check out and check in.
- Users should request a receipt when the laptop is returned and keep it for at least three months. Receipts show the date the laptop was due and the date it was returned.

I understand that failure to comply with all points of **The Morris Library Laptop Checkout Registration & Liability Form** and **The Morris Library Laptop Policy** may result in suspension of laptop/library privileges, fines, fees, and/or possible legal action.

Student Signature: _____ Date: _____

Approved by: _____ Date: _____