

# Laptop Check-out Policy and Laptop Computer Loan Agreement Form

## Laptop Check-out Policy

### Eligible Borrower

Wheeling Jesuit University students with current University I.D. card. The student I.D. is kept at the Circulation desk while the laptop is checked out to the student.

### Loan Period

Laptop use is restricted to the library. Laptops may be checked out for two hours. A laptop may be renewed. A renewal is allowed by the same user for the same laptop, if there are other laptops available for check-out at the time the renewal is requested.

### Hours of Service

Laptops are available when the library is open. Laptops should be turned in ten minutes prior to closing.

### Responsibility

A signed Laptop Computer Loan Agreement Form must be on file in the library. The borrower who checks out the laptop is responsible for damage until the laptop is returned to the Circulation desk. Do not leave the laptop unattended. In case of emergency evacuation, please take the laptop with you. Leave the laptop with a library staff member at the Circulation desk if you must exit the library while the laptop is checked out to you. The library is not responsible for any lost files, nor will any user files be

saved on the hard drive. Laptops must be returned to a library staff member and not just left on the counter when returned. Please report any technical problems or equipment malfunctions to library staff.

All laptop borrowers agree to comply with the Computer Policies listed in the Student Handbook.

## LAPTOP COMPUTER LOAN AGREEMENT

Wheeling Jesuit University  
Bishop Hodges Library

- I accept full responsibility for the laptop and accessories I am borrowing. I will reimburse Wheeling Jesuit University for the cost of repairing or replacing this laptop or accessories if they are damaged or lost while checked out in my name.
- I understand that the replacement cost for this laptop computer will be no less than \$2400.
- I agree to comply with University rules regarding computer use.
- I understand that the circulation period is two hours (renewal possible) or less, depending on the time the laptop is checked out.

**LIBRARY USE ONLY. DO NOT LEAVE THE LAPTOP UNATTENDED.**

**Your signature below indicates that you recognize your responsibility in the care and custody of any laptop you borrow from Bishop Hodges Library.**

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SIGNATURE

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DATE