

# UCO LIBRARY Statement of Responsibility For Laptop/iPad Check Out

## Responsibility and Use Guidelines

1. I agree that I will be responsible for repair or replacement of the laptop/iPad and accessories due to any loss, damage, or theft. If others use it while I have it checked out, I understand that I will be held liable for any loss, damage, theft or criminal acts that may occur. I understand that replacement cost of the laptop is \$1500 and the replacement cost of the iPad is \$500, iPad charger replacement cost is \$50.
2. I understand that the repair and replacement costs of any accessories will be the actual cost of labor and/or parts.
3. I understand that laptop/iPads check out for four hours with one additional 2-hour renewal as long as no one is waiting to use a laptop/iPad.
4. **Laptop/iPads cannot leave the building.**
5. I understand the fine for overdue laptop/iPads is \$10.00 per hour. I understand there is no grace period for overdue laptop/iPads. I understand if I fail to properly return the laptop/iPad, I will be billed a minimum of \$1500 and an overdue fine of \$50.00. I understand that UCO Department of Public Safety may be notified that the laptop/iPad has not been returned. I understand that if the laptop/iPad is returned in good condition, the lost fee or a portion of it may be removed, but I will be held responsible for the overdue fine of \$50.00.
6. **I understand I can never leave a laptop/iPad unattended.** I understand that if a UCO Library staff member finds a Library laptop/iPad unattended, it will be returned to the Circulation desk. I understand that I may incur fees for leaving the laptop/iPad unattended and the library reserves the right to discontinue my laptop/iPad checkout privileges. I understand the laptop/iPad will then become available for check out to another user.
7. I understand I can only check out one laptop/iPad at a time.
8. I understand that the failure to pay all charges incurred because of loss, damage, or theft of the laptop/iPad will result in a hold being place on my Bursar account and I will not be able to register for classes or receive my transcripts.
9. I understand that if the laptop/iPad is stolen I must immediately notify Library Personnel at the Circulation Desk (first floor) and file a theft report with the Department of Public Safety.
10. I understand that the library is not responsible for any damage to user's removable disk (CD, Floppy, Flash Drive, etc.) or loss of data that may occur due to malfunctioning library hardware/software.
11. I agree to adhere to University of Central Oklahoma Computer and Network Usage Policy. See <http://technology.uco.edu/oit/networkusagepolicy.htm>
12. I understand that if I log off the laptop/iPad all of my data saved to the computer hard drive or the network drive will be automatically removed.
13. I understand that if I wish to save any data, it must be saved to a writeable CD or USB flash drive.

I am currently enrolled as a student at University of Central Oklahoma, or currently employed as a UCO Faculty or Staff member. I have read this document and fully understand its terms and conditions. I understand that this document is contractual in nature and my signature below indicates my agreement with the above.

Date \_\_\_\_\_

Name \_\_\_\_\_

Current Local Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Local Phone # \_\_\_\_\_

Email \_\_\_\_\_

UCO ID # \_\_\_\_\_

Signature \_\_\_\_\_

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Library Employee Initials \_\_\_\_\_