

Penn State Harrisburg Library

Authorization for Laptop Computer Loan

Laptop computers are available at the circulation/reserves desk for loan to registered Penn State students, faculty, and staff. Laptops are available on a first-come, first-served basis and cannot be reserved ahead of time.

By your signature below, you, as the borrower of the laptop, agree to use this computer in accordance with all Penn State and University Libraries guidelines. Specifically:

- This laptop computer can be used only within the Penn State Harrisburg Library. It cannot be used in the Morrison Gallery or the CyberCafé. **Laptops are not permitted to leave the library premises for any reason.**
- This computer must be **returned to a staff member at the circulation/reserves desk 30 minutes before the library closes** on the same day on which the computer was borrowed.
- The Penn State Harrisburg Library is not responsible for any files left on any laptop or for loss or damage to a user's files during the loan period. **Any files saved to the laptop are automatically removed when the laptop is shut down or restarted and cannot be recovered.**
- Laptops not returned to the circulation/reserves desk before the library closes will be subject to **overdue fees of \$1.00/hour** for each hour overdue, including overnight. Laptops not returned within 24 hours will be presumed lost and **replacement fees of \$2,500**, in addition to overdue fees, may be assessed.
- **The borrower of the laptop assumes full responsibility for damage, loss, or theft.** If damage occurs to the laptop or any of its component or accessories, **charges for repair or replacement will be imposed.**
- **Student borrowers** authorize Penn State to **charge their Student Accounts, including any financial aid awards**, for repair and replacement fees if necessary.
- **Penn State employee borrowers** authorize the Libraries, after appropriate notice, to **deduct from their paycheck** any fees incurred in the use of this computer.
- If a laptop computer is damaged, lost, or stolen while under the borrower's care, **repair or replacement fees of up to \$2,500.00** may be assessed. Note: **Do not leave this computer unattended for any reason.**

Borrower's Signature: _____ **Date:** _____

Local Address: _____

Local Phone: _____ **Access Account ID:** _____

Status (circle all that apply): UGRAD GRAD FACULTY STAFF

Staff Use Only

Laptop No.: _____ **Attach the date due slip to this form**

Inspection Checklist: Checkout: Laptop _____ AC Adapter/Cable _____ Battery _____

Carrying Case _____ External Mouse _____ User Instruction Sheet _____

Physical damage (scratches, dents, etc.)? No _____ Yes _____ If yes, describe: _____

Note: Headphones must be charged out separately.

Date/Time Borrowed: _____ **Staff Initials (checkout):** _____

Inspection Checklist: Return (circle any missing items): Laptop _____ AC Adapter/Cable _____

Battery _____ Carrying Case _____ External Mouse _____ User Instruction Sheet _____

Physical damage (scratches, dents, etc.)? No _____ Yes _____ If yes, describe: _____

Inspection Successful? Yes _____ No (reason) _____ **Discharged?** Yes _____ No _____

Date/Time Returned: _____ **Staff Initials (check-in/return):** _____