

Northeastern State University--John Vaughan Library Laptop Policy

Who can check-out laptops?

- NSU faculty, staff, and students in good standing (no blocks on patron record)

What do I need?

- Valid NSU ID
- State issued driver's license/photo ID
- Signed laptop user agreement on file

How do I check it out?

- Laptops are available on a first-come, first-serve basis at the Reserve Desk (no holds or reservations)
- Leave your two forms of identification at the Reserve desk until the laptop is returned

How do I return it?

- Give it directly to a Reserve staff member who will check all pieces
- Do not leave it on the counter at the Reserve desk
- Must be returned 30 minutes before the library closes regardless of check out time
- Receive your ID when you return the laptop

How do I use it?

- Loan period is until the library closes for the day
- Use is restricted to the library
- Do not leave the laptop unattended (user is responsible for theft)
- Use for accessing the library's network and software, such as Word and Excel
- Comply with library and campus computing policies
- Comply with licensing and copyright laws
- Use for university-related activities only (no private business, selling on eBay, etc)
- DO NOT change settings or install any software
- Laptops will print to the main public printers located on the first floor

What happens if it gets damaged or lost?

- Until checked in, you are liable for the laptop checked out to your account
- If taken out of the building for any reason, laptop is assumed stolen
- Users are responsible for any damage or theft of the unit
- Replacement cost for laptop will be \$1,000
- Appropriate costs will be assessed for missing parts or damage due to user negligence

Northeastern State University--John Vaughan Library
Laptop Lending Agreement

- I understand that I am responsible for appropriate replacement/repair costs for any laptop and/or accessories if lost, stolen, or damaged due to my negligence (laptop replacement cost of \$1,000).
- Normal wear & tear and/or operational failure (i.e. hard drive or mouse failure) of the equipment (not due to negligence) will be the responsibility of the library.
- I have received a copy of and agree to abide by the laptop circulation policy.

Print Your Full Name: _____

Signature: _____

Today's Date: _____

Student ID number: _____

Email: _____ Phone: _____

This Area for Staff Use:

I have seen and photocopied the student's ID and second form of photo ID.

Library staff name: _____ Date: _____

I have reviewed and updated this information as necessary (verify and update every semester).

Library staff name: _____ Date: _____

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