

**Please print out this page, fill it out and sign it, and give it to a Library Circulation Clerk.
Your information will be on file for the duration of the semester.**

**St. Francis College Library
Student Netbook Loan Agreement**

When I borrow a netbook computer from the Library, I understand and agree to the following:

Computer Use

I am responsible for the netbook, including the power adaptor and the case. If they are damaged, lost or stolen, I am financially responsible for all related costs (up to \$400 plus a \$50 Library processing fee)

- I will protect it from damage.
- I will not leave it unattended.
- I will take it with me if there is an emergency evacuation of the building.
- I will not loan it to anyone else.
- I will not change or tamper with the hardware or the software.

I understand that data cannot be saved to this computer. When it is powered down all data will be lost. All work must be saved to a USB drive or TerrierStor account.

Loan Policy

- Only SFC students may borrow a netbook.
- A valid SFC ID card is required.
- Netbooks are loaned for 3-hour periods. No automatic renewals or holds are allowed.
- Overdue fines for netbooks are \$5 per half-hour or any part thereof, up to a maximum fine of \$400 (reduced to \$100 upon return of the netbook).
- Netbooks must be returned at the end of the day.
- Netbooks are due one hour before the close of the Library.
- No overnight loans are permitted.
- When the netbook is returned you must give it to the staff and wait for it to be checked-in. You may not leave before the staff examines it, powers it up to confirm that it is in the same condition it was in when it went out, and gives you a receipt for its return.
- No netbooks loaned less than 2 hours before closing of the Library.

Borrow and Return Receipts

You should keep the receipt you are given when you borrow the netbook. It lists the time it is due.

You should also keep the receipt you are given when you return the netbook. It is your proof that you returned the machine on time and in good condition.

Student Name (please print): _____

Email: _____

Cell phone #: _____

Home phone #: _____

Student Signature: _____

Date: _____