

University of Memphis University Libraries
COVID-19 Grant Program Loan Policy and Liability Statements Agreement

Eligibility

- Users must be a current University of Memphis student. Laptops are checked out for one semester at a time. There is no renewal of laptops; students must request a new checkout each semester.
- User must read, agree to, and sign the Liability Statements Agreement.

Fines and Damages

- If items are not returned by the due date, a late of \$10 per day will be assessed to the student's account after a 5-day grace period, for which the student is responsible.
- 30 days after the due date, the student's account will be automatically charged the replacement cost(s):

Laptop	Up to \$1,200
AC adapter & Power Cord	\$69.99
- User is responsible for any damage found by Systems and/or loss or theft of the laptop and its accessories. Please do not leave the laptop unattended.
- Damage and/or replacement charges will be assessed based on the current and actual cost of repair and/or replacement as per library personnel decision.
- User is required to report any problems experienced with the laptop during their assigned period immediately. Do not attempt to repair the device yourself.
- The user is not responsible for system failure due to normal wear and tear (e.g. battery, CPU, hard drive failure).

Personal Data and Information.

- Each laptop is equipped with Wi-Fi. The user will assume all liabilities for connection to Wi-Fi networks.
- The user is responsible for saving their data to external storage or OneDrive or other cloud apps.
- You should remove all personal data from the laptop before you return it.
- Any additional apps or media purchased by the user during their loan period must be done with the user's own funds and are not the responsibility of the University Libraries.

Usage

- In addition to the terms and conditions of this policy, the use of the laptop is subject to the University of Memphis policy on Acceptable Use of Information Technology resources (UM1535).
- The University Libraries is not responsible for anything you put or leave on the laptop.

My signature here indicates my agreement with the above Loan Policy and Liability statements:

Borrower's name (printed)

Borrower's signature

Date of signature

To be filled out by staff person:

Computer # (on computer)

Computer barcode

Due date

University libraries representative