

Dover Memorial Library Laptop Liability Agreement

Carefully Read this document before signing. This *legally binding contract must be signed* prior to laptop checkout and is valid for the current semester and must be initialed each semester thereafter when using a laptop.

All patrons checking out laptops are required to agree to the following:

1. Patrons must present a current GWU ID card to check out a laptop. If the picture on the ID is unrecognizable, the Library will require a second picture ID. IDs will be kept at the Circulation Desk until the laptop is returned.
2. This laptop is for use in the Dover Memorial Library only. If the laptop leaves the Library, University Police will be contacted for retrieval.
3. No software may be installed on the laptop. Software may not be copied from the laptop or modified.
4. Laptops are intended for wireless internet only. Patrons should not disconnect a Library computer to use the network on the laptop.
5. Work must be saved to a flash-drive or CD-ROM (provided by the patron). Any files saved to the hard drive will be deleted upon check-in of the laptop.
6. The laptop must be returned to the Library's Circulation Desk by the agreed upon check-in time. If a power supply or headset was checked out it must be returned with the laptop. Checkout is for three (3) hours. Overdue fines are \$5.00/hour.
7. **The patron is responsible for the laptop and any accessories checked out.** Any damages to the laptop or accessories, including damage due to spilled beverages, will result in the patron being charged for cost of repairs and replacement parts.
8. If the laptop and accessories are not returned, the patron will be charged the replacement costs plus accrued fines, and University Police will be notified.

Name and ID # (print) _____

Phone Number _____

Student Signature _____

Date _____

Initial for subsequent semesters on back of form

Semester

Initials

Semester

Initials
