

CSU-Pueblo University Library Technology Equipment Agreement

Eligibility and Loan details:

- ❖ Only currently registered students may check-out laptops, Ipads, or projectors. Laptops and projectors **cannot** be taken out of the library at any time. There is a 3 hour checkout period for laptops and projectors & 48 hour checkout period for Ipads. Students are responsible for all late fees and replacement costs. You will be required to show 2 forms of ID and will allow the library to hold an ID at the desk in order to check-out technology items. Laptops and projectors can be checked out after opening, but are due back 15 minutes before closing.

Late Fees and Liability:

- ❖ Overdue laptops, Ipads, and projectors will initially be charged a fee of \$10.00 the first hour and will accrue at the rate of \$10.00 each successive hour. If an item is 24 hours overdue, it will be declared lost, a library replacement cost will be charged, and campus police will be notified to investigate. The user will be charged \$1,200 replacement cost for a new laptop or projector, \$1000 for an older laptop, and \$600 for an Ipad.
- ❖ Do not depend on laptop or Ipad clocks; this will not be a reason to dismiss late fees. Never leave a laptop, Ipad, or projector unattended. In addition, lost or damaged accessories will be charged the appropriate replacement cost.

Other Conditions:

- ❖ If your library account is at or exceeds \$20 in fines you will not be allowed to borrow technology items. Borrowers should have no expectation of privacy with regard to information on any laptop or Ipad, and CSU-Pueblo reserves the right to review any information in or on the laptop at all times. The University library reserves the right to revoke privileges with evidence of abuse. Technology items can be recalled at any time.
- ❖ Users will not tamper with the hardware, any existing software, or save to the hard drive. The computer's hard drive will be erased after each use so make sure to save to a disk, CD-R, or other portable storage devices.

By signing below, I adhere to CSU-Pueblo's computer use policy and understand the terms of technology equipment checkouts:

PRINTED NAME OF STUDENT

PID #

SIGNATURE

SEMESTER

TODAY'S DATE

PHONE #

E-MAIL ADDRESS