



Library Equipment Policy

Eligibility and Loan Details:

- **Availability:** Laptops and tablets are available on a first-come, first-served basis for 6-hour and 2-week checkouts. Items can be recalled at any time.
- **Eligibility:** Only currently registered students with a valid CSU-Pueblo ID can check out equipment.
- **Requirements:** Students must have no fines or fees of \$25.00 or more and no blocks on their records. Previous abusers of checkout privileges are ineligible.
- **Responsibility:** Students are responsible for the security of equipment checked out and for all late fees and replacement costs.
- **Privacy:** No expectation of privacy exists; CSU-Pueblo reserves the right to review information on the devices
- **Data Storage:** The hard drives will be erased after each use so make sure to save to a portable storage device or the cloud.
- **Usage:** Do not tamper with hardware or software. Save work to a portable storage device or the cloud. Printing is not available from laptops.
- **Security:** Do not leave equipment unattended. Device clocks are not a valid excuse for late returns.
- **Revocation:** The University library reserves the right to revoke privileges with evidence of abuse.

Checking Out Laptops and Tablets:

- **Newer Laptops:**
 - **Checkout Period:** 6 hours, with one renewal if no students are waiting.
 - **Campus Use Only:** Must be returned 15 minutes before closing.
 - **ID Requirement:** Student ID held at the desk until return.
- **Older Laptops:**
 - **Checkout Period:** 2 weeks, no renewals.
 - **ID Requirement:** Valid CSU-Pueblo student ID required.
- **iPads:**
 - **Checkout Period:** 48 hours, no renewals.
 - **ID Requirement:** Valid CSU-Pueblo student ID required.

Late Fees and Liability:

- **Overdue Fees:**
 - \$5.00 for the first hour, \$2.50 for each additional hour.
 - Equipment will be declared lost after 48 hours; replacement costs charged, and campus police notified.
 - Replacement Costs: \$1200 for newer laptops/projectors, \$1000 for older laptops, \$600 for iPads, \$30 for iPad chargers.
- **Damage Fees:** If the equipment and/or accessories are returned damaged, or software/hardware has been tampered with, the appropriate repair or replacement costs will be charged.
- **Reservations:** Not accepted; students can join a waiting list.
- **Data Responsibility:** Students must delete personal information; CSU-Pueblo is not liable for data breaches.

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

Printed Name of Student: _____

NetID #: _____

Signature: _____

Semester: _____

Today's Date: _____

Phone #: _____

E-mail Address: _____