

# EARLHAM COLLEGE – LILLY LIBRARY

## LAPTOP COMPUTER AGREEMENT

*Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_  
*Please write legibly*

*Library Barcode #:* \_\_\_\_\_ *E-Mail Address:* \_\_\_\_\_

- I understand that this computer may only be checked out for four hours and is for “in-library” use only.
- I realize that I am held financially accountable for any damage incurred to the computer while it is in my possession.
- I understand also that I am financially responsible for lost or not returned computer/equipment. The following charges will be apply under these conditions:

<b>Power Cord</b>	<b>\$ 100</b>
<b>PC Adapter</b>	<b>\$ 100</b>
<b>Computer Case</b>	<b>\$ 100</b>
<b>Laptop Computer</b>	<b>\$ 1,800</b>

- I am fully aware that nothing can be saved on this unit, and everything will be erased at the next startup.
- I will not leave the computer unattended at any time.
- I have been informed that my student I.D. will be held (with no exceptions) until the laptop/equipment is returned.
- I know when I return this computer/equipment that it must be returned to a student worker. It is not allowed to be left at the Circulation Desk until the student worker has checked it in.

***NOTE:*** *Late fees will be charged at the rate of \$5.00 per hour. Three (3) late returns will result in loss of any laptop computer privileges at Lilly Library for the remainder of the semester.*

***Signature*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

*(This signed agreement will be kept on file at the Circulation Desk for reference and applies to the checkout of any laptop computer in the future from Lilly Library.)*