Laptop and Laptop Accessories Loan Agreement

Laptop computers are available for in-library use only by currently registered UNH students, faculty, and staff. A current UNH picture ID is required.

By signing the form below you agree:

- Library laptops may not leave the building for any reason.
- To pay a replacement fee in the amount of $2,000 for laptops lost or stolen while checked out to you. Replacement fees for mice or power cords are $10 each. We advise you not to leave Library laptops or accessories unattended or to lend them to friends.
- To pay for any damages incurred to the laptop while charged out to you. Information Services will assess damage and decide on the appropriate fees to charge.
- Only 1 laptop can be charged out at a time.
- Laptops circulate for 3 hours. Overdue fines are $12/hour prorated to 20 cents/minute for each item.
- The clock on the Circulation Desk computer will be used to determine the due time of this laptop.
- After your initial loan period of 3 hours, you may ‘renew’ your laptop at the Circulation Desk and charge out a power cord if no one else is waiting for a laptop.
- Be courteous and don’t occupy a seat at a desktop workstation while using the laptop.
- To return this laptop 30 minutes before the Library closes.
- To return this laptop directly to a library staff member at the circulation Desk and to wait until the laptop has been checked. A return receipt will be printed upon request.
- Any items saved to Library laptops will be erased when the laptop is shut down.
- Irresponsible use of this laptop may result in the loss of borrower’s privileges.
- Laptops fall under the Electronic Services Access Policy.

By signing this form you agree to follow all of the above conditions.

Print Name: _________________________

Signature: ___________________________

Staff Member Initials________Date:______