



Mount Carmel Health Sciences Library **Laptop Loan Agreement**

I understand that by borrowing a laptop computer from the Mount Carmel Health Sciences Library (MCHSL), I am responsible for the computer, mouse, power cord and flash drive. I agree to the following terms and conditions:

1. I will provide the MCHSL staff with my Mount Carmel Health System (MCHS) ID badge for the duration of the loan period.
2. In case of damage to the laptop checked out to me, I accept full financial responsibility and will reimburse MCHSL for any damage or loss determined upon return of the laptop in accordance with the 'Laptop Checkout and Use' Policy & Procedure. This includes full liability for the laptop and its peripherals.
3. I understand that the laptop loans are for in-library use only, and cannot be removed from the MCHSL premises. I understand that the flash drive is checked out as a means to save data and files independent of the laptop hard drive.
4. By using the laptop I am aware of potential liability for damage caused by consuming food or drink.
5. I understand that the loan period for borrowing a laptop and peripherals, including flash drive, is 3 hours. I may be able to renew the laptop in person depending on availability.
6. For each hour overdue I will pay \$5.00 in fines for the Laptop. Fines for the flash drive will occur each day late, \$1 per day.
7. Laptops must be returned to MCHSL staff at least 30 minutes prior to MCHSL closing.
8. I am liable and responsible for the laptop and flash drive until it has been returned and inspected by a staff member in my presence.
9. If not returned by MCHSL closing time, the laptop will be considered lost, and I will be responsible for a replacement fee of \$1,517. The lost/replacement fee for a flash drive is an additional \$12.

10. Any laptop that is 24 hours overdue will be declared lost. A total charge of \$1,517.00 will be immediately billed to the customer's MCHSL record and the legal process will commence.
11. If a customer returns the overdue laptop in good condition, the replacement cost will be dropped, and the customer is liable for the accumulated fines.
12. I understand that I must save my personal files to a removable storage device, provided, since any data saved to the laptop will be lost when the laptop is shut off or restarted.
13. I understand that MCHSL's wireless connections are not secure, and I will take appropriate caution with personal information while using a laptop computer.
14. I understand that my MCHS ID badge will be returned to me upon the laptops' return and inspection.
15. I understand that MCHSL is not responsible for customers' lost or damaged files, hardware or software.

By signing this Agreement, I accept the responsibility and liability for the terms and conditions stated above.

Items checked out:

Laptop Number _____ Mouse Number _____
 Power Cord Number _____ Flash Drive Number _____

Date _____

Customer Printed Name _____

Customer Signature _____

Customer's Barcode Number _____

MCHSL Staff Printed Name _____

MCHSL Staff - Check-out _____

MCHSL Staff - Check-in _____