

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, and power cord. I agree to the following terms and conditions.

- 1. I will provide the MCHSL staff with my Mount Carmel Health System (MCHS) ID badge in order to check out the laptop.
- 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. By using the laptop I am aware of potential liability for damage caused by consuming food or drink.
- 4. I understand that the loan period for borrowing a laptop is during 1 calendar day of MCHSL daily open hours.
- 5. Laptops must be returned to MCHSL staff at least 15 minutes prior to MCHSL closing.
- 6. I am liable and responsible for the laptop until it has been returned and inspected by a staff member in my presence.
- 7. If not returned by MCHSL closing time, the laptop will be considered lost, and fines of \$20.00 per day will be charged for each subsequent day. After three days the laptop will be considered lost and a replacement bill of \$1517.00 will be charged to the client account. If the laptop is subsequently returned, only the overdue fines of \$20.00 per day will be charged.
- 8. I understand that I cannot save files to the laptop, as all data saved to the laptop will be deleted when the laptop is turned off or re-started.
- 9. MCHSL is not responsible for customers' lost or damaged files, hardware, or software.
- 10. I understand that MCHSL's wireless connections are not secure, and I will take appropriate caution with personal information while using the laptop.

	_	Date	
Client Printed Name		Client Signature	
LAPTOP IS I		ING TODAY. OVERDUE LAI E <u>WAIVED</u> FOR ANY REASO	PTOP <u>FINES OF \$20.00 PER DAY</u> ON.
Items checked of	out: Laptop number	Power cord number	Mouse number (PCs)
CHECK-OUT: Staff printed name		Staff signa	uture
CHECK-IN:	Staff printed name	Staff signa	uture