

**Kent State University  
Stark Campus Library**

**Laptop Agreement Form**

A laptop may be checked out from the library circulation desk for up to 2 hours or 7 days. While checked out, the laptop is to remain in the Library and must not be left unattended at any time. Any computer malfunctions should be reported at the time the laptop is returned.

If the laptop is not returned by the time due, the borrower will be assessed a fee of 60 cents (\$.60) per hour for 2-hour loans and \$1.00 per day for 7-day loans with a maximum fine of \$15.00. The cost of a damaged and/or lost laptop and/or laptop accessories while checked out may result in charges up to \$500 that will be applied to the borrower's Kent State University Bursar's account.

**Your signature below indicates that you recognize your  
responsibility in the care and custody of any laptop you borrow  
from the Stark Campus Library**

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I have read and I understand the Laptop Check Out Policy of the Stark Campus Library of Kent State University and agree to abide by them.

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

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

**Print Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**ID Number:** \_\_\_\_\_