

# **Kent State University Stark Campus Library**

## **Laptop Check Out Policy**

**You are responsible for anything that happens to the laptop while it is checked out to you, even if it gets stolen.**

**I will sign an agreement to the following when I check out a laptop for the first time:**

- I assume full responsibility for the laptop while it is checked out to me.
- I assume full financial liability for the laptop while it is in my possession.
- I will not leave the laptop unattended and in an unsecure location.
- I will not tamper with the hardware or software, or attempt to load software on the laptop.
- I will return the laptop at or before the date and time it is due.
- I agree to pay late charges of \$1.00 per day that the laptop is late.
- I agree to pay all costs associated with damage to or loss of the laptop per the Laptop Agreement (up to \$500) while it is checked out to me.
- I agree that the library and the university may use any appropriate means to collect the amount owed for fines, damage, or loss.
- I acknowledge that fines result in the loss of library privileges.
- Library laptops are for research purposes, and I will abide by the Campus' Acceptable Use Policy.
- I agree that failure to comply with any of these rules and guidelines can result in the loss of library privileges.

The wireless laptops represent a significant investment in providing researchers with improved technologies and new access points in the library. Your respect for the equipment and the rights of all library users will be appreciated. If you have any questions, library staff will be happy to answer them.