

Kent State University Stark Campus Library

Laptop Check Out Policy

Keep the laptop in your hands at all times—the library is not responsible if the laptop is stolen.

I will sign an agreement to the following when I check out a laptop:

- 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 (picking up printouts, using the restroom, talking to friends, etc.).
- I will not tamper with the hardware or software, or attempt to load software on the laptop.
- I will use the laptop only in the library, for up to 2 hours.
- I will return the laptop at or before the time it is due.
- I agree to pay late charges of 60 cents (\$.60) per hour for each hour or portion of hour 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.