Laptop Loan Agreement Form  
Sims Memorial Library - Southeastern Louisiana University

Borrower’s Name: _____________________________________________  W#: __________________

Contact Phone: (_________) ______________________________ Email: ____________________________

Laptop #: ___________  State Asset Tag (Last 5#): ____________________________  Photo ID Must Be Presented:  

<table>
<thead>
<tr>
<th>DATE OUT</th>
<th>DATE DUE</th>
<th>DATE RETURNED</th>
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<tbody>
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</tbody>
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DATE RENEWED  DATE DUE  DATE RETURNED

/  /  /  /  /  /  /

Initial beside each item at checkout/renewal and check-in. If an item is damaged, please mark the damaged
accessory and describe the damage in detail (use reverse side if needed).

<table>
<thead>
<tr>
<th>CHECKOUT/RENEWAL</th>
<th>ITEM</th>
<th>CHECK-IN</th>
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<tbody>
<tr>
<td></td>
<td>Laptop</td>
<td></td>
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<tr>
<td></td>
<td>Battery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Adapter</td>
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<tr>
<td></td>
<td>Carrying Case</td>
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☐ Loan Policy – Borrower is responsible for all devices and accessories listed above. Equipment must be returned in
person at the Circulation/Reserve Desk during regular operating hours. DO NOT PUT ANY EQUIPMENT IN THE BOOK
DROP. Borrower agrees to return all equipment on time in the same order and condition as when received, and if such
equipment is late, damaged, stolen or lost while on loan, agrees to pay late fee(s) or reimburse the library for the
current replacement cost of each item.

☐ Use Policy - The laptop can access the university’s wireless network. Personal software may not be loaded onto the
device. No user files can be saved to the computer and the library staff cannot recover lost files. User is advised to save
all work to a flash drive AND the cloud. User is advised to avoid taking web-based exams on this equipment.

☐ Fines and Replacement – Late fines are $15.00 per day up to $60.00. If the equipment is not returned at this time,
or is damaged, stolen or lost, the borrower’s account will be assessed the current cost of replacement for each item.

☐ Loan Period – Laptops must be checked out AND returned at the Circulation/Reserve Desk during regular operating
hours. The loan period is seven (7) days for actively enrolled Southeastern students. Laptops are loaned on a first-
come, first-served basis. Laptops may be renewed at the discretion of Library staff; borrower must renew in person with
Photo ID at the Circulation/Reserve Desk. Sims Library cannot guarantee availability.

☐ By signing this form, I confirm that I understand and agree to the above rules and policies. I understand that I am
responsible for my files, and the Library is not responsible for loss while the equipment is checked out to me. I also
understand that I am responsible for items checked out to me and am financially liable for any late fees, damage, loss or
theft that may occur during the loan period.

Signature: ____________________________  Today’s Date: ____________________________