

VANIER COLLEGE LAPTOP BORROWER AGREEMENT FORM

Please **READ** and **INITIAL** each policy statement **CAREFULLY**:

_____ Library laptop computers are the property of Vanier College Library and are to be used only within the Vanier College Library. If I leave the Library, I understand that a \$65.00 fine will be charged to my account.

_____ I will not add, delete, or change any programs, applications, files, screen savers, or bookmarks residing on the borrowed computer.

_____ I understand that laptop computers are available on a first-come, first-served basis, and may be checked out for a maximum of 2 hours of in-library use. (A laptop computer may be renewed for an additional 2 hours if others are not waiting for it. Laptop computers may not be reserved in advance).

_____ I will not leave the laptop computer unattended at any time (\$25.00 fine). If I have to leave the Library, use the washroom, or search for Library material, I will bring the laptop to the Circulation Desk.

_____ I agree to pay an overdue fee of \$10.00 per hour if the checked-out laptop is not returned at the end of the two-hour borrowing period. I understand that it has to be returned one half hour before closing. The maximum fee will be \$100.00.

_____ I will be responsible for the full replacement costs if the borrowed laptop is stolen, lost or damaged. (\$2000.00 or more)

_____ I will not eat or drink any liquids near the Library computers and understand I may lose the privilege to use one for an entire semester.

_____ I will immediately report any loss or damage of the laptop or peripherals to the Vanier Library Circulation Desk staff (514.744.7500 X7539).

Laptop Computer Borrowing Agreement

I have read and I understand the Vanier College Library Laptop Computer Borrowing Policy, and I agree to abide by it in full.

Print name: _____

Signature: _____

Student Number: _____

Date: _____ Staff member: _____