**Misericordia University**

**Mary Kintz Bevevino Library   
*Laptop Checkout Policy***

* Only current Misericordia faculty, staff, and students with a valid MU ID are eligible to check out a laptop.
* The laptop can be checked out for 7 days and cannot be renewed.
* The laptops are preloaded with a suite of programs for your convenience.
* Late fee of $10 per day will be charged for a laptop not returned on time.
* Replacement fees for any lost, stolen, not returned, or damaged beyond repair items will be charged as follows:   
  Laptop: $600  
  Charger/Power Cord: $ 60  
  Case: $30
* In order to protect your privacy, anything saved by the user will be deleted when the laptop is turned off or restarted. Save your work to a USB drive, email account, or other web-based storage account.
* Library will not be responsible for any mishaps.

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| **Liability Agreement**  I am aware that the laptop is checked for any possible damage each time it is returned, and I accept the responsibility for any possible loss or damage noticed during this check up. I agree to the laptop checkout policy and agree to pay all replacement fees in the case of any loss or damage as listed above. I will bring any problems found to the attention of staff upon return of the laptop to the Circulation Desk.  Full Name (print): E-mail Address:    Signature: Cell Phone:    Date: |

*At the time of check out, please make sure that the case includes laptop and power cord/charger.*