**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.

|  |
| --- |
| **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.*