

Laptop Checkout Agreement
McKee Library
Southern Adventist University
Rev. 10/18/2022

All patrons agree to the following terms in order to checkout laptops:

1. I am a currently enrolled Southern Adventist University student or faculty/staff.
2. I will not leave the laptop and its accessories unattended.
3. I understand that the laptop checkout period is one week. I may be able to check out the laptop again after that period has passed, but I will need to bring it back to the library to do so. If there is a hold placed on the laptop I will not be able to re-check it out. I must return the laptop at the end of its checkout period.
4. I understand that if I lose or damage a laptop or laptop accessory, I will be charged a replacement fee. The replacement for the laptop will not exceed \$2,100.00. The replacement for any accessory will not exceed \$350.00. In addition to the replacement fees, I will also be charged a processing fee of \$25.00.
5. I am responsible for saving my files to a personal storage device or online storage site. I will not hold Southern Adventist University or McKee Library responsible for the loss of any files that may have been left on the laptop.
6. I will not install, remove, or modify any of the software, hardware, or accessories provided with the laptop. Doing so may result in the suspension of library privileges and/or the accrual of fines.
7. I will abide by Southern Adventist University's internet usage policies. I understand that violation of these policies may result in penalties.