

Laptop Checkout Pilot Program

Riverpoint Campus Library

Please read carefully. By signing this form, the borrower assumes full responsibility and financial liability for any equipment borrowed through this service. By signing this form, the borrower agrees to abide by all University and Library policies governing computer usage on University equipment.

CONDITIONS OF LOANS

- Laptops are available on a first-come, first-served basis.
- Laptops are available for EWU and WSU students currently enrolled in courses at the Riverpoint Campus; and for EWU and WSU faculty currently teaching courses at the Riverpoint Campus. Faculty checkout of laptops is limited to classroom use (i.e., not routine use in the library or elsewhere).
- A valid and current EWU or WSU ID card is required for all loans.
- A current and accurate patron record in the EWU or WSU Library system is required for loans.
- Borrower agrees to pay the Riverpoint Campus Library for the loss or damage to any piece of equipment or accessories borrowed.
- Borrower also agrees that the Riverpoint Campus Library may use any appropriate means to collect the amount.
- All laptops checked out will be inspected for physical damage and missing accessories at the time of return or shortly after return.
- Borrower agrees to follow all policies and procedures concerning use of University computers AND Library policies with regard to late returns, fines, and renewals.

FINES & SANCTIONS

1. The purpose of fines and sanctions is to effect timely return of equipment checked out. All fines are non-refundable.
2. Fines and sanctions are part of the EWU and WSU circulation policies.
3. Fines structure:
 - a. Fines will be tiered, based upon length of time overdue.
 - b. For the first two hours a laptop is overdue, the patron will be charged \$10 per hour per laptop. Overdue fines will not be charged for cords and peripherals.
 - c. After the first two hours, the charge will be \$5 per hour per laptop until the length of time an item is overdue reaches 48 hours (maximum = \$250).
 - d. If an item has been overdue more than 48 hours, the Student or Faculty will be billed for replacement plus all fines. Cords and peripherals will also be billed if not returned before 48 hours of overdue status. At the time of replacement billing, a non-refundable processing fee of \$12 will be added.

DO NOT LEAVE EQUIPMENT UNATTENDED.

You are financially responsible for all item(s) borrowed.



- e. If equipment is returned in good condition within 30 days after the point of replacement billing, the replacement cost will be subtracted from the patron's record. The maximum fine will remain.
- f. Notices will be sent by email:
 1. Warning notice after 2 hours overdue status
 2. Overdue notice after 24 hours overdue status
 3. Final notice/Notice of replacement billing after 48 hours overdue status

REPLACEMENT COSTS

- The initial replacement cost for a lost, damaged, or stolen laptop is listed below.
- Lost, damaged, or stolen drives, bags, cords, memory sticks, etc., will engender replacement costs in addition to those listed below. On top of these charges, the Library charges a processing fee of \$12 per item.

Please initial to acknowledge your awareness of this potential cost.

Laptop replacement: \$2300.00 _____

By signing below, I agree to all of the above terms and conditions.

Borrower's Name (please print clearly) _____

Affiliation: _____ EWU or WSU ID: _____

Borrower's Signature _____ DATE: _____

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