University Libraries, UNC Greensboro - Technology Lending Agreement

A signature indicates that the borrower has read, understands and agrees to abide by this Agreement.

Erasing, Saving Data - The Libraries are not responsible for any lost or erased work.

- Save work to a UNCG approved space, a DVD, or a flash drive. ***Save early! Save often!***
- Work saved on laptops is erased when the laptop restarts, shuts down, or is placed in hibernation.
- All data is erased from all equipment upon return.

Theft, Damage, Loss – The borrower is responsible for all costs up to and including replacement.

- Do not leave technology unattended or rely on someone else to return it.

Returns, Renewals – Return to a person & renew at the desk from which borrowed.

- Do not place technology in any book drop.
- Items from the DMC are due 30 minutes before the DMC closes on the stated due date. Items from the Check Out Desk that are due by closing must be returned at least 5 minutes before midnight or any earlier closing time on the stated due date.
- All items are eligible for renewal one time in person as long as another like item is available.

Other Important Info

- Laptops work off campus only if the user logs on before leaving campus. Remaining logged in is not required.
- Please charge all camera batteries before returning. They may need to be charged between uses.

Item	Loan Period	Fine Rate (These rates apply to equipment borrowed 5/9/16 and after)	Maximum Replacement Cost
Laptops	4 hours, in & out of library	$10/hr 1st 3 hrs, $2/hr each additional hr	$2,080.00
iPads	4 hours, in & out of library	$10/hr 1st 3 hrs, $2/hr each additional hr	$625.00
Wireless Keyboards	4 hours, in & out of library	$10/hr 1st 3 hrs, $2/hr each additional hr	$90.00
Scientific, Graphing & Financial Calculators	4 hours, in & out of library	$10/hr 1st 3 hrs, $2/hr each additional hr	$175.00
Digital Cameras	7 days	$25/day	$190.00
HD Camcorders	7 days	$25/day	$ 710.00
GoPro Cameras	7 days	$25/day	$480.00
GoPro Accessories	7 days	$25/day	$100.00
Voice Recorders	7 days	$25/day	$ 225.00
Tripods	7 days	$25/day	$100.00
Miscellaneous Accessories – headsets, iPad adapters, surge protectors, memory card reader/writers, etc.	4 hours, in & out of library	$1/1st hr, $.50 each additional hour	Priced Individually

To be completed by the borrower: (Print Please!)

Name of Borrower: _____

ID#:_____ Phone #:_____ Today's Date_____

Mailing Address: _____

_____

Email Address: _____

I agree that I am personally responsible for returning any technology that I borrow directly to the desk from which borrowed on time and in good order with all accessories. If I do not, I agree to pay fines and fees as outlined above. I understand that use of laptops and iPads is governed by the University Libraries' "Computer Workstation and Internet Access Policy" (http://library.uncg.edu/info/policies/computer_access.aspx). If I am a UNCG student, I understand that violating this contract can result in Academic Integrity Violation fees and/or actions according to the section on Misuse of Academic Resources (http://sa.uncg.edu/dean/academic-integrity/violation/misuse-of-academic-resources/).

Staff Initials: _____ rev.8.5.16

Signature:_____