Lindenwood University

Library Services

Technology Loan Agreement

This agreement must be signed before Library Services technology may be checked-out

I agree, and will comply with the following guidelines, terms, and conditions:

1. I understand that if I do not return the item by the due date and/or time, I will be fined and/or billed for the item.
2. If using a laptop, I will sign in and browse as a guest.
3. I understand that I must be in good standing with the library to check out Library Services Technology\*
4. I understand that I must present a valid LU student ID to check out Library Services Technology.
5. I understand that Library Services technology is available on a first come, first serve basis and that I may not reserve a laptop/power cord.
6. I understand that Library Services will not accept returns for kits or items missing components.
7. I understand that it is my responsibility to ensure Library Services Technology’s safety, and to protect it from damage. I understand that I assume all responsibility in the event of damage\*\* or theft.
8. I understand that in the case of above circumstances, or a non-return, I will be responsible for payment to Library Services, the amount to be based on replacement costs/repair damage.
9. I understand that it is my responsibility to inform Library Services staff of any irregularies before I leave the LARC and/or Media Center as I am immediately responsible for equipment upon leaving the Media Center/LARC.
10. I have a system to back-up/save my work such as an online document file, or portable drive. I know that no data may be stored Library Services Technology and all data will be wiped clean at the end of each semester.
11. I understand that the library is not responsible for data loss due to battery failure, computer crash, a fault in the system, or any other unforeseen occurrence.
12. I understand that if I fail to comply with the terms detailed in this agreement I may be restricted from further Library Services Technology use.

By signing, you are submitting that you have read and understood all the above terms, agreeing to all the terms listed above, and accepting full responsibility for laptop/power cord checked out to your account.

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Good standing is defined as an account with Library Services which is free of fines, or various other charges.

 \*\*Damage is defined as, but not limited to, cracked screen, broken keyboard, ruined memory ports, destroyed power cord/battery, etc… The student is not responsible for damages occurring from faulty equipment such as a wiring storage, defective battery, crash etc…