Tablet/Laptop PC Loan Agreement

Xavier University students may borrow Tablet/Laptop PCs for use in the Library. By signing this agreement, borrower agrees to the following conditions which will apply to this and all subsequent checkouts of tablets.

Borrowing
• Only Xavier University students may check out equipment.
• Valid X-Card required. A second picture ID may also be requested.

Equipment Use
• Equipment for use exclusively in the Xavier University Library.

Loan Periods
• 2 hours.
• No renewals.
• If other equipment available for checkout, borrowers may check out equipment again immediately.
• No reservations.
• Borrowers are responsible for equipment while it is checked out to them.

Returns
• Return equipment to Circulation Desk on 1st Floor only.
• Equipment checked out within 2 hours of closing is due back 30 minutes before Circulation Department closes.
• Hand equipment to a staff member at the Circulation Desk.
• Do not return equipment to the Library book drop.
• Borrowers are liable for loss or damage to equipment, including loss or damage caused by putting it in the Library's book drop.

Fines and Fees
• Late fees are $20.00 per hour or fraction thereof, up to a maximum fine of $480.00.
• Non-refundable $20.00 processing fees are added to bills for fines and replacement costs.

Replacement Costs
• After 24 hours, borrowers will be billed for the replacement cost of the equipment.

<table>
<thead>
<tr>
<th>Tablet/Laptop PC Replacement Costs (Apple iPad Mini)</th>
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<tbody>
<tr>
<td>Tablet replacement cost</td>
</tr>
<tr>
<td>Otter Box</td>
</tr>
<tr>
<td>Power cord</td>
</tr>
<tr>
<td>Tablet shoulder bag</td>
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</tbody>
</table>
# Checklist for Tablet/Laptop PC Loans

<table>
<thead>
<tr>
<th>Checked out? (Yes or No)</th>
<th>Item</th>
<th>Returned? (Yes or No)</th>
<th>Condition (Good or Damaged)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tablet</td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td>Tablet shoulder bag</td>
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</tr>
</tbody>
</table>

Please provide detailed information about any problems experienced with the equipment:

Table/Laptop PC name: ________ Barcode# 3130300 _____________

Time checked out: ______ a.m./p.m.   Time returned: ______ a.m./p.m.

Borrower Check Out Signature: ___________________________ Staff initials: ______

Borrower Check In Signature: ___________________________  Staff initials: ______

## Agreement

I agree to the conditions of the loan, as stated in this agreement. I understand that I am responsible for the Tablet/Laptop PC while it is checked out to me, and that I am liable for any loss or damage to the Tablet/Laptop PC and its accessories. I agree to pay fines and replacement costs as set forth in the agreement, and I understand that unreturned or damaged items will be subject to a $20.00 processing fees in addition to the cost of the replacement.

X-Card barcode # ___________________________

Student name (please print) ___________________________

Signature ___________________________ Date _____/____/____