

## Equipment Loan Agreement and Use Policy

### California State University, Sacramento

Borrower Information: (please print)

Name: \_\_\_\_\_ Sacramento State ID#: \_\_\_\_\_

#### Requirements:

- Must be a currently registered Sacramento State Undergraduate or Graduate student and must be in good standing with the University Library.
- Must have an active SacLink account to use a laptop and access the campus wireless and wired network.
- **Must have and present a current Sacramento State One Card at every check out and check in.**

#### Conditions of Use:

- Only one piece of equipment of each type per person may be checked out at one time. Equipment is available on a first-come first-serve basis and may not be reserved in advance.
- Laptops check out for a maximum 4-hour period. Cables generally check out for a 4-hour period, but can be extended upon request, cables must be returned at the specified time. Flip cameras check out for a 72-hour period (available only at the IRT Service Desk – AIRC 2005). Laptops must be returned 1-hour before the checkout area closes (ASI Business Office -3<sup>rd</sup> Floor Union, IRT Service Desk -AIRC2005, or Library User Services - University Library). Equipment may be renewed (in person) if available. It is the student's responsibility to know the hours of the laptop loan location to which the equipment will be returned.
- **Be responsible for the safe and timely return of the borrowed equipment to the checkout area (ASI Business Office -3<sup>rd</sup> Floor Union, IRT Service Desk -AIRC2005, or Library User Services -University Library).**
- **The borrower who checked out the equipment must be the one to return the borrowed equipment.**
- A \$10.00 fee will be imposed for late laptops and other checkout items.
- Equipment borrowing privileges will be suspended for the remainder of the semester if the borrowed equipment is returned late a second time in the current semester. A \$10.00 fee will also be imposed.
- Equipment borrowing privileges will be suspended immediately if the borrowed equipment is not returned on the same day it is due. A \$10.00 fee will also be imposed.
- Personal software may not be loaded onto the laptop computer.
- Sacramento State is not responsible for any files left on a laptop or for loss of or damage to a user's files during the loan period.
- Sacramento State is not responsible for any computer viruses that may be transferred to or from personal storage media or the Internet.
- Borrowers must abide by all university, state and federal policies and laws regarding the appropriate use of university network and computing resources.
- Borrowers should perform a physical inspection of the equipment to ensure that the equipment is functioning and not damaged when it is checked out.

**I accept full responsibility for the equipment I am borrowing. I will reimburse Sacramento State for the cost of repairing or replacing this equipment and/or its accessories if it is damaged, lost, stolen or not returned while checked out in my name. I understand that the replacement cost for a laptop computer will be no less than \$2,000 plus processing fees. Replacement costs for other equipment that is damaged, lost, or stolen will be assessed at current market rates.**

**I acknowledge that I have read and understand the Conditions of Use listed above.**

Borrower's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Note placed in Millennium (username): \_\_\_\_\_

Rev: 01/12