

**University of Texas at Dallas**  
**Eugene McDermott Library**

Laptop Agreement Form  
Academic Year 2019/2020

Laptops may be checked out to current UT Dallas students, staff, and faculty. Laptops can be checked out for up to 3 days. Laptops may be taken out of the library.

By signing this agreement, the undersigned agrees that:

- Laptop use is for academic purposes only.
- Laptops will be returned to the Multimedia desk by the designated due date and time.
- Laptops will not be placed in library book drops.
- Failure to return a laptop will result in an overdue fine of \$10 per day, with a maximum fine of \$50.
- While the laptop is checked out, the customer is financially responsible for the property.
- Laptops and/or laptop accessories that are damaged, lost, or stolen while checked out may result in replacement costs of up to \$1,000 and a processing fee of \$25.
- Any computer malfunctions will be reported to library staff at the time the laptop is returned.

Please note:

- Currently, laptops only have on-campus access to the UT Dallas network. This means that laptops cannot be logged into off-campus.
- Laptops may not be renewed. Another laptop may be checked out if available.
- Customers may check out only one laptop at a time.
- Documents should be saved to a flash drive. Documents saved on the laptop's hard drive are erased when the laptop is turned off or restarted.
- Laptops may not be reserved. They are available on a first-come, first-served basis.

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I have read and understand the laptop checkout policy for the Eugene McDermott Library. I understand that I am financially responsible for any laptop and laptop accessories that I check out in the event of loss, theft, or damage. I agree to abide by these policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

UTD E-mail Address: \_\_\_\_\_

<hr/> <b>Staff Initials</b>
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Expires 8/7/2020