

# LAPTOP LENDING POLICY

Date/Time Due: \_\_\_\_\_

Date/Time Checked In: \_\_\_\_\_

Requested: \_\_\_\_\_

Check Out Date/Time: \_\_\_\_\_

Laptop Assigned: \_\_\_\_\_

## BORROWING:

- You must present a current DSU ID to borrow a laptop.
- Laptops may be checked out at any time for 1 day or up to 2 full weeks.
- Only one laptop will be checked out per person.
- Laptops are available on a first-come first-served basis only.

## USAGE:

- Do not leave the laptop unattended. If the laptop is lost or stolen, you will be responsible for its replacement.
- Please save your work to your personal flash drive or email it to yourself.
- Do NOT save anything to the laptop's drive.
- McNair Research Scholars is not responsible for damage to personal disks or the loss of any data during the loan period.
- Report any problems with the laptop to the McNair Research Scholar's Office as soon as it happens **as well as** upon return.

## RESTRICTIONS:

- Software cannot be copied to or from the laptop.
- Any deliberate attempts to make modifications to the machine including to the software, hardware, and system settings are prohibited.
- You may attach the following authorized hardware to the laptop:
  - Flash drive or storage devices
  - Headphones
  - Mice
  - Microphone
- You may not attach unauthorized hardware to the laptops.

## RETURNING:

- You must return the laptop to the McNair Research Scholars office on your check in date before 5:00 pm.
- You must hand the laptop to a McNair Research Scholar staff member. Do not just leave it on the front desk or hand it to a student worker.
- All equipment (laptop, charger, case) must be returned at the same time.

**LIABILITY:**

- You are liable for replacement charges if the laptop is lost, stolen, or damaged while in your possession.
- Lost or damaged pieces may not be replaced with substitutes.
- Equipment is considered lost if not returned within 72 hours of the due date. A police report will be filed with DSU Police Department.

Late Return Policy: Laptops returned after 5:00 PM on the due date are considered "late".

- 1<sup>st</sup> Late Offense – Student is suspended from laptop checkout for 2 weeks unless police are involved
- 2<sup>nd</sup> Late offense – Student is suspended from laptop checkout for remainder of the semester unless police are involved
- 3<sup>rd</sup> Late Offense – Student is suspended from laptop checkout indefinitely.

Next Checkout: Students are eligible to checkout a new laptop 24 hours after returning one.

**BORROWER:**

Student Name (PRINT): \_\_\_\_\_

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

DSU ID Number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**McNair Research Scholars Staff:**

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

FOR OFFICE USE ONLY: Student Copy: _____ Computer File Copy: _____ Original in Student Folder: _____ (Attach Request Email to Documents)
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FOR OFFICE USE ONLY: Returned Date: _____ Returned Time: _____ Good Standing: Y / N Notes: _____
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