



McNair Research Scholars
Delta State University

Laptop Lending Policy

Check out Date/Time: _____

TO CHECK OUT:

- Present current DSU ID to borrow a laptop. (*copy of DSU ID will be placed on file*)
- 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 are responsible for its replacement and replacement cost will be charged to your student account.
- 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' Program 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/from the laptop.
- Any deliberate attempts to make modifications to the machine including software, hardware, and system settings are prohibited.
- You may attach the following authorized hardware to the laptop: flash drive or storage devices, headphones, mouse, and microphone.
- You may not attach unauthorized hardware to the laptops.

TO RETURN:

- You must return the laptop to the McNair Research Scholars office on your check-in date before 4:00 pm.
- You must hand the laptop to a McNair Research Scholars' staff member. Do not 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.



McNair Research Scholars
Delta State University

Laptop Lending Policy

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 48 hours of the due date. A police report will be filed with DSU Police Department.

Late Return Policy: Laptops returned after 4:00 PM on the due date are considered "late".

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

Next Checkout: Students are eligible to checkout a new laptop 48 hours after returning one.

SCHOLAR:

Name (PRINT): _____

Signature: _____ Date: _____

DSU 900#: _____ Email: _____

Primary Contact Phone Number: _____ Secondary Contact Phone Number: _____

McNair Research Scholars' Staff:

Signature: _____ Date: _____

For Office Use Only

Laptop Assigned: _____	Date Requested: _____
Student Copy: _____	Check out Date/Time: _____
Computer File Copy: _____	Returned Date/Time: _____
Original in Student Folder: _____	Good Standing: Yes or No
(Attach Request Email to Documents)	
Comments: _____	
