



Equipment Borrowing Agreement

By signing the below, I agree to and understand that:

General Logistics

- All equipment borrowed will be my responsibility until it is returned to an employee at the Information and Borrowing desk.
- I am responsible for staying up to date with changes in policy related to new equipment and fines. These will be listed on our website.
- All equipment is loaned on a first-come, first-serve basis and cannot be reserved in advance.
- Library Chromebooks, Technology Help Desk Chromebooks, iPads, and MacBook Airls must be borrowed with a power cable, and Brandeis Library cannot guarantee the charge level of the battery.
- All equipment is inspected for damage upon return.
- No borrowed equipment should be left unattended at any time.
- **All equipment must be returned to the Information and Borrowing desk and not in the book drop.**

Device Specific Information

- Help Desk & Library Chromebooks and MacBook Airls — All data on the hard drive is automatically erased any time the laptop restarts; saving to an online account, external drive, or other device is critical.
- iPads — All data on the internal memory is erased when the iPad is returned; saving to an online account, external drive, or other device is critical. **iPads returned with a passcode will be charged a \$5 fine.**

Loan Periods and Renewals

- MacBook Airls, iPads, and Library Chromebooks and their chargers may be checked out for **24 hours**.
- 24 hour loaner laptops and iPads are eligible for **2** renewals provided we have more of the same item available. If we do not have items available or you reach the renewal limit, you must return the item and wait **1 hour** before checking out another laptop or iPad.
- Technology Help Desk Chromebooks are only available to patrons whose equipment is in the university repair shop. They are checked out for **7 days** with **1** possible renewal, approved by the help desk.

Fines and Replacement Costs

- On 24 hour loans, **Overdue fines of \$10 per hour apply** (\$5 per hour on the device and \$5 per hour on the charger). Fines begin accruing immediately after the due time.
- Borrowers are responsible for loss or damage up to the following replacement costs listed in the catalog. There is a \$5 fine for lost/missing bags.

Name: _____

UNet: _____@brandeis.edu

Signature: _____

Date: _____

STAFF USE ONLY: 1. Have patron sign form. 2. Enter note into Alma. 3. **Initial here:** _____ 4. Put completed agreement in folder.