A valid Gull Card must be presented each time laptop is checked out. Laptop use is limited to Blackwell Library for a period of 2 hours. Laptops must be returned 30 minutes prior to closing.

Full Name: ____________________________,__________________________________,__________

(Last)    (First)    (MI)

Overdue Fines Policy:

$1.00 for each hour overdue to a maximum of $10.00.

Liability Statement:

“I agree to pay all repair costs associated with damage to the laptop computer or its associated peripheral equipment or the full replacement cost of the laptop should it be lost, stolen, or damaged beyond repair in any way, including spilled food or drink. The replacement cost for the laptop will be $1200.”

My signature below indicates my agreement with the liability statement and overdue policy above.

X_____________________________       Date: ___/___/____

(Full name as above)     MM       DD       YYYY

Note: Laptop checkout is limited to current SU students, faculty & staff only. The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning laptops.

Employee’s Signature: __________________________       Date: ___/___/____

MM       DD       YYYY