



The Library
www.library.unisa.edu.au

CAMPUS:	CE	CW	MG	ML	WH			
LAPTOP#	1	2	3	4	5	6	7	8
Due Date _____								
Due Time _____								

BORROWER AGREEMENT FOR LOAN OF LAPTOPS

Name _____

Mobile _____ Student ID _____

Guidelines for Use

- Laptops must be returned to the Library Service Desk where you borrowed and cannot be returned through the after hours chute.
- Keep the laptop with you at all times, as you are *personally financially responsible if it is lost, stolen, or damaged.*
- Non program files will be removed every time the laptop is logged on.

Before signing, read the following carefully:

1. I have received and accept custody of the equipment indicated on this form, in good condition
 - Laptop computer (Replacement cost: \$2350)
 - Battery (Replacement cost: \$130)
 - Power cord & AC power pack (Replacement cost: \$70)
 - Mouse (Replacement cost: \$20)
 - Carry bag for laptop (Replacement cost: \$30)

Total Replacement Cost: \$2,600
2. I agree to use the equipment safely. I agree to protect the equipment from theft and/or damage.
3. I agree to use the equipment and related information technology facilities only as set out in the University's policies including:
 - Acceptable Use Policy
 - Security Policy
 - Email Policy
 - Network Policy
 - Computer Pools and Barns Policy
 - Username and Password Policy
 - Corporate Information Systems Policy
 - General Rules and Assistance
4. I agree not use the equipment for the purpose of personal profit making or for commercial activities. Use of the equipment including email and the internet is conditional upon compliance with all University policies procedures and guidelines, including the Sexual Harassment Policy & Grievance Procedures (C - 12.3) and Equal Opportunity Policy C - 2.3) as well as with State and Commonwealth law.
5. I agree not to make use of, or copy, software contrary to the provisions of any agreement entered into by the University. The onus is on you to consult with ISTS to clarify the permitted terms of use if you wish to use any software for purposes other than those for which the University has a licence.
6. I understand that the copyright of an email message is owned by the sender, or the sender's employer and I will not do anything to deliberately infringe such copyright.
7. I understand that the equipment will not be used to permanently store any work and upon return I understand that all saved data will be removed. I understand that to permanently save my work I must copy it to a USB drive, floppy disk or cd-rom or attach it to an outgoing e-mail. Work may also be printed via the networked student printers in the Library.
8. I understand that the University will investigate the damage to or loss of the equipment. I will cooperate in the investigation.
9. I agree to notify library staff immediately if the equipment is damaged, lost, or malfunctioning.
10. I agree to repay the University of South Australia the cost of repairing/replacing any equipment lost or damaged while in my custody. Items will be deemed lost if not returned within two (2) business days of the due date.
11. I agree to return the laptop before the due time/date or upon request by library staff. I will allow 10 minutes for check in procedures to be conducted upon return of the laptop.
12. I understand that demerit points will accrue at 0.5 point per minute overdue.

Student signature _____ **Date/Time Lent** _____

===== **To be completed upon RETURN of laptop** =====

Staff Use only

- The laptop and all components were returned and the desktop icons appeared when the laptop was turned on.
- I found these problems or damage when the laptop was returned _____

Staff signature _____ Date _____ Time _____