

**Massachusetts Institute of Technology
MIT Libraries' Laptop Circulation Program
Laptop Computer Liability Agreement**

- Laptops can only be checked out by current MIT students, faculty, and staff in good standing with the MIT Libraries (i.e. no outstanding lost books.) The Library reserves the right to refuse service to anyone who abuses equipment or is repeatedly late in returning laptops.
- Laptops can only be used within the circulating library and are not to be taken outside the premises.
- Laptop checkout is limited to three hours at a time.
- The fine for an overdue laptop is \$15 per hour with a maximum fine up to \$150 per day.
- Any files saved to the laptop will be lost upon rebooting of the computer. Please save your work to a floppy disk or CD before returning the computer or turning the computer off. Library is not responsible for any lost files.

Full Name: _____

MIT ID #: _____ Laptop#: _____

Liability Statement:

I accept responsibility for the laptop while it is checked out to me from the MIT Libraries.

I agree to pay:

- all costs associated with damage to the laptop computer or its associated peripheral equipment. **Initial here: X** _____
- **replacement cost of the laptop should it be stolen, lost, not returned or damaged beyond repair in any way.** The replacement cost for the laptop may be up to \$3,000 plus any accrued overdue fines. The replacement cost for damage to peripherals will be the cost of the peripheral, plus associated service fees. **Initial here: X** _____

I will go through the checklist (next page) with a library staff member upon check in of the computer to confirm return and basic functioning of the computer and accessories.

My initials above and signature below indicate my agreement with the above liability statement.

X _____

Date: ____ / ____ / ____

For Library Use Only

Staff Signature: _____

Due Date: _____

Date: ____ / ____ / ____

Due Time: _____