

Last Name _____

Phone _____

**R.A. Williams Library
Laptop Responsibility & Checkout Form****Circle One:****Student****Faculty/Staff**

- I have received and accepted custody of a R.A. Williams Library laptop computer and one laptop power cord.
- I understand that the laptop has a 5 day checkout period or longer as agreed to by the library, and I agree to return it on time.
- I know that library personnel are not responsible for retrieving information lost on the laptop.
- I understand that I will be assessed a late fee of \$1.00 per day if the laptop is not returned by the date and time due, not to exceed 8 days.
- I understand that if the overdue laptop and power cord are not returned within 8 days after the due date, the cost of the laptop (\$500.00), will be applied to my library account. If the laptop and power cord are returned before replacements have been ordered, the **\$500.00** charge will be removed. If only the laptop power cord is not returned, I will be charged a \$40.00 replacement fee.
- I have read the *Laptop Checkout* policy and know I can review the policy Online on the Library's website

My signature below indicates that I am responsible for the care and custody of the laptop computer I have checked out from the R.A. Williams Library. I acknowledge that the laptop is my responsibility until it is returned to the service desk, properly checked in, and its original condition verified by the library staff.

Print Name: _____ **Program** _____**Signature:** _____