Eligible Borrowers
1. Current students, faculty and staff of the University of Evansville may check out laptops. There are no exceptions.
2. Each borrower must fill out a **Laptop Agreement Form** each academic year.
3. Patrons with library holds or suspended library privileges (e.g., overdue fines, lost or damaged materials) MAY NOT borrow laptops until their library account is cleared of ALL charges.

Borrowing Guidelines
1. Laptops MAY NOT be removed from the library. There are no exceptions.
2. Patrons must have a valid University ID with a visible picture. Library staff reserve the right to verify user as a current student, faculty or staff member.
3. **There is a two (2) hour time limit on laptop use.**
4. Only 1 laptop may be checked out per patron.
5. If no one is waiting to borrow a computer, the loan period may be renewed for an additional two (2) hours.
6. **Laptops WILL NOT be left unattended.**

Return Procedures
1. Laptops are due back at the Information Desk after two (2) hours or 30 minutes before close, whichever comes first.
2. Laptops must be returned directly to a library staff member at the Desk.
3. Laptops will be checked for damage upon return.
4. **Staff will determine if damage has occurred.** Charges will be assessed according to the policies below and billed through the Student Accounts Office.

Replacement Costs:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>$ 650</td>
</tr>
<tr>
<td>Battery</td>
<td>$ 50</td>
</tr>
<tr>
<td>AC Power Cord</td>
<td>$ 50</td>
</tr>
</tbody>
</table>

Any laptop that is 24 hours overdue will be declared lost and a charge of $750 will be billed to the patron's account. If the laptop is returned in good condition, the replacement charges are forgiven. *Replacement costs price list may be updated periodically and without notice.*