

HUNTER COLLEGE LIBRARIES
68th St/Wexler library
MAC BOOK LAPTOP LIABILITY FORM

Library Staff: Fill out top section.

Date/time borrowed ___ / ___ / ___ a.m./p.m.

Time due: _____ Time returned: _____

Library Staff at borrowing _____

Library Staff at return _____

Computer # _____ Charger # _____

Checklist completed OUT _____ IN _____

Accessories Borrowed Laptop, Battery and charger

Borrower: Please read this agreement, and sign it.

*** Print Name _____ email _____ ***

Once the laptop is returned, all data on the hard drive will be lost. Be aware that if the computer is turned off, or if battery runs out of power, you will lose all your data. The library is NOT held responsible if you lose all your data.

- I understand that I may use this laptop in the library for a maximum of **3 hours**, with **NO RENEWALS.**
- I accept full responsibility for the laptop computer and accessories I am borrowing.
- I will reimburse Hunter College for the cost of repairing or replacing this laptop, and/or accessories if they are damaged, lost, stolen, or not returned while checked out in my name.
- I understand that the replacement cost for this laptop computer will be no less than **\$2000** plus accrued overdue fine(s).
- I will pay an overdue fine of **\$40** per hour and **\$10** per 15minute period or portion thereof, if I fail to return this laptop and all accessories to the Library's Reserve Desk at the time due indicated above.
- I have witnessed the physical inspection of the Laptop computer and its components and accessories. All checked parts and accessories are present and appear to be functioning.
- I understand that any abuse of laptop loan privileges may also result in disciplinary action and the inability to borrow laptop computers in the future.
- I understand that all charges that are accrued as a result of violations of these policies will be sent to the Bursar's Office and will prevent me from registering for classes, from obtaining diploma/transcript(s) and/or graduating until paid in full.
- I understand that failure to return the laptop within the allotted time will be considered theft of Hunter College property and appropriate action will be taken.
- I understand that I am not to perform any illegal activities with this laptop (i.e., hacking, pirating, downloading illegal materials, etc.) or any activities inconsistent with the CUNY Policy on Acceptable Use of Computer Resources.
- I understand that if I perform any illegal activities or any activities that violate the CUNY Policy on Acceptable Use of Computer Resources with this laptop, I will be subject to the disciplinary rules and regulations of Hunter College and perhaps, those of the City University of New York, which may result in the possibility of arrest.
- I do hereby verify that I have read and understand the Use and Liability Agreement as it pertains to the loan of a Hunter College laptop computer.
- I agree to abide by this and related laptop loan policies.

In order to borrow a laptop at Hunter College Library you must
Be a current Hunter College with no blocks on your record
Have a current, validated Hunter Student ID
Have another photo id such as a driver's license, passport or State ID. Read, understand and sign the Liability Agreement Form

- Laptops are loaned for a maximum of 3 hours and *may not be renewed*.
- You may not reserve a laptop for a specific time.
- A student may borrow only one laptop at a time.
- Laptops must be returned to the Reserve desk and checked in with a library staff member who will verify that the computer is in working order before the borrower leaves the desk. You must allow at least 15 minutes for this.
- All laptops must be returned before the Reserve desk closes.
- Overdue fines are \$40 per hour and \$10 per 15 minute period or any portion of the 15 minute period. (If you are 33 minutes late in returning a laptop, your fine will be \$30.)
- Each laptop is loaded with the Hunter's standard suite of programs.
- No programs, documents etc may be left on the computer. Everything except for the preloaded programs, will be deleted when the machine is returned.
- Borrowers are responsible for the computer. If a machine is lost or stolen, the student is responsible for the replacement cost of **\$2000**. If a laptop is damaged during the use, the borrower is responsible for the cost of repairs.

Wireless access is available on all floors of the 68th St. /Wexler Library.

Printing is available from the laptops to all One Card printers in the Library. Users will select which printer they wish to use.

Date/time borrowed _____ / _____ / _____ a.m./p.m. Time due _____ Time returned _____

Library Staff at borrowing _____ Library Staff at return _____

Computer # _____ Charger # _____ Checklist completed OUT _____ IN _____

Borrower's Signature** _____ **Date:** ____/____/____ **

STUDENT COPY

LAPTOP LOAN RIDER

- I agree that neither Hunter College nor CUNY shall have any liability for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched or stored on the laptop or its accessories;
- I agree that neither Hunter College nor CUNY shall have any liability for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop and accessories.
- I understand that:
- The Library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device and the appropriate software, within three hundred feet.
- Once the laptop is returned, all data on the hard drive will be lost;
- Library staff is not able to provide technical assistance and no guarantee can be provided that you will be able to make a wireless connection.
- Neither Hunter College nor CUNY assumes any responsibility or shall have any liability for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the library's network.

Borrower's Signature** _____ **Date:** ___/___/_____ **

NEVER LEAVE THE LAPTOP UNATTENDED