

Misericordia University
Mary Kintz Bevevino Library
Laptop Checkout Policy

- Only current Misericordia faculty, staff, and students with a valid MU ID are eligible to check out a laptop.
- The laptop can be checked out for 7 days and cannot be renewed.
- The laptops are preloaded with a suite of programs for your convenience.
- Late fee of \$10 per day will be charged for a laptop not returned on time.
- Replacement fees for any lost, stolen, not returned, or damaged beyond repair items will be charged as follows:
Laptop: \$600
Charger/Power Cord: \$ 60
Case: \$30
- In order to protect your privacy, anything saved by the user will be deleted when the laptop is turned off or restarted. Save your work to a USB drive, email account, or other web-based storage account.
- Library will not be responsible for any mishaps.

Liability Agreement

I am aware that the laptop is checked for any possible damage each time it is returned, and I accept the responsibility for any possible loss or damage noticed during this check up. I agree to the laptop checkout policy and agree to pay all replacement fees in the case of any loss or damage as listed above. I will bring any problems found to the attention of staff upon return of the laptop to the Circulation Desk.

Full Name (print):

E-mail Address:

Signature:

Cell Phone:

Date:

At the time of check out, please make sure that the case includes laptop and power cord/charger.