

# Laptop & Equipment Use Policy

By checking out equipment you agree to, are liable for, and are expected to abide by the Stewart Library's terms of use:

- I understand that I am responsible for any damage caused by accident, abuse, misuse, misapplication, or neglect while the equipment is in my possession and will be charged repair and/or replacement fees for any lost pieces or damaged equipment.
- I am responsible for examining the equipment at checkout and ensuring it is in good working order and free from damage. I will promptly contact the library and report any damage that occurs to the equipment or equipment components while in my possession.
- I understand that the library will not accept any repairs or replacements for damaged items I purchase myself and that attempting any repair or maintenance myself is a violation of the manufacturer warranty and I may be charged for the full cost to replace the item.
- I understand that semester length equipment borrowing is for **one semester only** and cannot be renewed into the next semester or kept for a full year.
- I understand that I am responsible for returning the equipment to the Stewart Library by the designated due date or the equipment may be marked as lost and billed to my account. Failure to return equipment will result in the device being locked. Personal data can be retrieved upon return of the equipment. A locked device will no longer boot into Windows or allow access to files on the computer. Personal data can be retrieved upon return of the equipment.
- I understand that failure to follow these provisions may be a violation of the Student Code and the University may withhold my university transcripts, awarding of degrees, certificates, etc. and permission to register until lost item billing or costs of damage have been paid in full ([PPM 6-22-X](#)).
- I understand that any outstanding replacement cost or damage to the equipment that results in a balance owing may be turned over to the Bursar and Collections Offices and that any unpaid or delinquent balance may be reported to national credit bureaus.

- I understand I am responsible for any additional fees if turned over to a collection agency, and/or attorney fees if the account is litigated.
- I understand that I am legally responsible for activities engaged in with the equipment I have checked out, and that I will be held legally responsible for any wrongdoing or illegal activity committed using that equipment.
- I understand that by receiving this equipment I am agreeing to follow the campus network acceptable use policy ([PPM 10-2](#)). Failure to adhere to this policy, including the use of peer-to-peer software for file sharing, will result in the immediate removal of the device from the campus network and may result in the revoking of checkout privileges.
- I understand that the equipment is the property of Weber State University and I cannot remove any university or library stickers from the equipment. This includes the WSU property control sticker, library barcode, and the Stewart Library identification sticker.
- I understand that I cannot modify the physical equipment in any way. This includes adding personal mementos or decorations to the equipment.