

University of Wisconsin-Whitewater
Laptop Responsibility Agreement Form

Andersen & Lenox Libraries

Laptops are available to UWW students who:

- Present a valid student UW-Whitewater ID.
- Do not owe library fines more than \$200.00 or have not returned recalled materials.

Policies:

- Laptops may not be reserved and are available on a first-come, first-served basis.
- Only one laptop may be checked out at one time.
- All personal files and data must be removed before returning.
- Software may not be added, changed, or deleted and users are prohibited from making modifications that may affect other users of shared equipment.
- The library is not responsible for any damage to user's equipment or loss of data due to malfunctioning hardware or software.
- Display of pornographic images or use of inappropriate language may constitute student misconduct or sexual harassment that is subject to university disciplinary action and prosecution under the laws of the State of Wisconsin.
- Students may be liable for replacement charges of a lost, stolen, or damaged laptop checked out to them.
- Laptops will be considered **lost** if they are not returned or renewed within 7 days of their due date.
 - If a laptop becomes lost the Library will send the borrowing student's name to the HelpDesk.
 - *If the laptop is not returned within 3 days of this notification, the HelpDesk will de-activate the laptop and the Library will add replacement charges (\$2,000) to borrowing student's bill.*
 - The replacement charges will be removed, and the laptop will be re-activated when the laptop is returned. (This will take 48–72 hours.)

Do not put laptop in the book drop.

UW system and Whitewater campus acceptable use policies may be viewed here:

<https://www.uww.edu/icit/policies-agreements/acceptable-use-policy>

Any violation of this policy will be reported to the campus police and may result in a loss of library privileges. The Library reserves the right to revoke this privilege at any time. This form will be valid **for the current semester**.

Overdue Charges:
\$20.00 day -- Laptop
Replacement Charges:
\$2,000 replacement charge if laptop is damaged or not returned

By signing this form, I, _____ (PRINT NAME), understand and agree to the above rules and policies. I also understand that I am responsible for items checked out to me and could be held liable for any use or damage, loss or theft that may occur during the checkout period.

Signature: _____

Date: _____

UWW ID#: _____

Preferred Contact Method – Check box for preference and provide contact information below:

☐ Text Message: _____

☐ Phone Call: _____

☐ Email: _____