WESTERN OREGON
UNIVERSITY
Hamersly Library

High-Cost Equipment (HCE) Borrowing Agreement

For the borrowing of **netbook computers** and **game consoles & accessories**

Please print legibly.

Full Name: _____
last **first** **middle**

Local Address: _____

City: _____ **State:** _____ **Zip:** _____

Local Telephone Number: _____ **Permanent telephone number (if different):** _____

WOU affiliation (circle): Student Faculty Staff **WOU ID Number:** _____

The entirety of this borrowing and use policy for High-Cost Equipment, including revisions approved subsequently to signing, is available at http://www.wou.edu/library/about/tools/laptops.php

For all high-cost equipment, I must bring my WOU ID and I agree to follow the policy each time I check out.

_____ initial I understand that it is my responsibility to care for this WOU property while it is checked out to me and that I must return it directly to library personnel at the Checkout Desk.

_____ initial I agree to pay all late fines, actual repair costs associated with damage to the equipment, and replacement costs (up to $700 plus accrued overdue charges) should the equipment, components or accessories be lost or stolen. Late fines for netbooks are $5.00 per hour, maximum $50 per use; late fines for gaming consoles are $25 per day, maximum $100 per use.

_____ initial I understand that my borrowing privileges may be denied if I damage equipment, repeatedly return equipment late, or do not follow use policies.

For netbooks specifically:

_____ initial I understand that netbooks are to be used only in the Hamersly Library. They may not be taken beyond the library security gates, into the student lounge, or outside the building.

_____ initial I understand that netbooks will be due 15 minutes before the library closes each day, that the library will not hold checked out netbooks, and that I may only have one netbook checked out at a time.

_____ initial I understand that the Checkout Desk will hold my WOU ID card until the netbook is returned.

_____ initial I agree to not leave the netbook unattended, except in the case of building evacuation.

X _____ ____ **Date:** _____
Borrower's signature

For Library Employee: **X** _____
confirm legibility, see WOU ID, clarify questions: _ **Employee's signature**