



Angus L. Macdonald Library Laptop Terms of Use

- Laptops may be checked out in-person to St. Francis Xavier University students with a valid StFX ID card.
- Borrowing periods are either 1 day or 3 weeks, depending on equipment availability and classification. Only 3-week loans are renewable, for one additional 3-week period. Renewals occur automatically.
- Laptops returned late are subject to overdue fines of \$10.00 per day, up to \$30, with a 1-day grace period before fines are applied.
- Replacement fees of \$500, plus the cost of accessories, will be applied to your StFX account after 3-days overdue and all library privileges will be revoked until the laptop and accessories are returned or paid. Replacement charges will be refunded upon laptop return.
- Any files or data saved to the laptop will be permanently deleted upon return to the library. Please save your files to your preferred cloud service or external storage device.
- All laptops, chargers, cables, and travel cases must be returned to a staff member at the Access Services Desk. Please do not place them in the drop boxes or leave on the counter unattended.

Angus L. Macdonald Library Laptop Liability Statement

- I accept responsibility for the laptop while it is checked out to me from the StFX Angus L. Macdonald Library and will not leave it unattended or lend it to another person.
- I agree to return the laptop by the day and time indicated and in the same condition at the time of borrowing.
- I agree to pay the late return charges if applicable.
- I agree to pay all repair or replacement costs should the laptop and related equipment be tampered with, stolen, lost, not returned, or damaged beyond repair in any way. Repairable damage charges will be assessed based on the actual repair costs.
- I agree to report any problems experienced with the laptop during the borrowing period.
- I acknowledge that the Library or IT Services is not responsible for damage to files or removable media, including but not limited to external drives, caused by unexpected reboot, hardware/software failure, network interruptions or viruses.
- I will not install any unauthorized software on the laptop (e.g., file sharing software).
- I agree to use the laptop in a safe, lawful, and respectful manner while it is in my possession.

My signature here indicates my agreement with the above terms of use and liability statement.

X _____ Laptop #: _____ Laptop due on: _____ / _____ / _____
mm / dd / yyyy

Name (please print): _____ Today's Date: _____ / _____ / _____
mm / dd / yyyy

E-mail Address: _____ Phone #: _____

StFX ID #: _____ Staff Initial: _____

Loan: Laptop Travel Case Charger Ethernet Cable Student Initials: _____ Staff Initials: _____

Return: Laptop Travel Case Charger Ethernet Cable Student Initials: _____ Staff Initials: _____