



University Library Services

Terms and Conditions of the loan of a University Library laptop

Please read this document carefully as it is important that you understand and comply with all of these terms and conditions.

- You must have a valid campus card and be a current student of the University of Sunderland and have no outstanding library charges to borrow a University Library Laptop
- Once borrowed the loan period of a library laptop may not be renewed or extended
- The laptop is to be returned to the LapSafe at the site from which it was borrowed **on or before the due date and time on the contract**
- Should the laptop be returned late, you will be charged £10 per day or part day the laptop is overdue for up to 7 days. Should you fail to return the laptop, the University will treat this as missing and you will be liable for the laptop replacement value.
- Should you incur 3 late fines under this agreement during an academic year, (regardless of period of lateness) you will be denied any further access to laptop loan during that academic year
- If a laptop has missing parts, or it is found to be damaged or faulty on return, the nature of the damage or fault will be investigated and you may be charged for repair or replacement parts. If it is beyond economic repair then you will be liable for its replacement value
- You are responsible for the laptop and any use made thereof whilst it is in on loan to you. Adequate and appropriate measures must be taken to protect it from theft, damage and/or other risks. You must ensure that it is not left unattended and/or unsecured at any time
- If the laptop is lost or stolen whilst on loan, you will be liable for its replacement value, in addition to any late fines incurred up to the date of reporting the loss or theft to the police and the University. You must report the loss or theft to the police and the University. You must provide the University with the crime number supplied by the police
- If there is an outstanding fine on a laptop, a user will not be permitted to borrow another until the fine has been paid in full
- You should note that the software installed at the time of loan is licensed to the University of Sunderland and made available to you for University educational purposes only and should not be copied, misused or transferred. Additional software may not be loaded onto the laptop and you must use the laptop in accordance with the University's IT Regulations
- Any personal data or files saved onto the hard drive will be deleted when the laptop is returned. It is the user's responsibility to save the work to a suitable removable medium such as a CD or USB stick
- No user shall have the expectation of privacy with regard to any information on or in any University laptop, and the University reserves the right to review any and all information on the laptop for any reason, without notice to the user, and to terminate the loan at any time
- The University is not responsible for damage to personal files caused by viruses whilst using the laptop
- Any debts resulting from the late return, loss or damage of a laptop will be registered and processed through University Financial Services.

I understand and accept these terms and conditions, and therefore accept receipt of the laptop and power cable.