

Laptop Loan Agreement Form - Windows



Full Name		
Student ID		Agreement period (current trimester)
Email Address		
Contact Number		

Conditions of use

1. Laptops are lent for a period of 7 Days
2. Laptops can be renewed once – in person – at the Library Service Desk, subject to normal reservation conditions
3. Laptops must be returned to the Library Service Desk no later than 20 minutes before closing to allow time for Check-in procedures to be conducted
1. Laptops cannot be returned through the after-hours return chute.
4. Laptops must be returned by the due date or upon request by the Centre staff
5. Laptops will be deemed lost if not returned within seven (7) days of the due date and subject to the following procedure:
 - Students will be invoiced for the Replacement cost of the laptop and accessories
 - Students must pay a non-refundable Administration Fee of \$25.00
6. No further library loans will be allowed while a laptop is deem overdue or past its due date
7. Students must return the laptops free of files they created in the course of using the laptop

Before signing, please read the following carefully:

1. I agree the laptop and all accessories are the property of Sarina Russo Education Group (SREG) which incorporates James Cook University, Brisbane (JCU Brisbane) Sarina Russo Institute (SRI) and Russo Business School (RBS).
2. I agree to not deface or destroy this property in any way.
3. I agree to protect the equipment from theft and/or damage.
4. I agree to notify the Library staff immediately if the equipment is damaged, lost, or malfunctioning.
5. I understand that the SREG staff will investigate the damage to or loss of the equipment and I will cooperate in the investigation.
6. I agree to pay all repair/replacement cost resulting from damage or loss of the laptop while it is checked out in my name.
 - Replacement Cost:**
 - a. Laptop computer (Replacement cost + software installations): \$600.00
 - b. Power cord and AC power pack (Replacement cost: \$50.00)
 - c. Computer bag (Replacement cost: \$50.00) – the Library will accept a replacement bag of equal size and quality in lieu of payment
 - d. A charge for damage or non-return will be applied to your student account
7. I agree to use the equipment safely
8. I agree that inappropriate material (of a violent, sexual or political nature) on the machine may result in a student losing their right to use this equipment
9. I agree I will not use the equipment for the purpose of personal profit making or for commercial activities.
10. Use of the equipment including software, email and the internet is conditional upon compliance with all JCU Brisbane, SRI or Russo Business School policies, procedures and guidelines, including the Sexual Harassment Policy & Grievance Procedures and Equal Opportunity Policy as well as State and Commonwealth law.
11. I agree not to make use of, or copy, software contrary to the provisions of any agreement entered into by the University.

I have read the Laptop Loan Agreement form and I agree to be bound by these conditions of use.

Student Signature: _____

Date: _____