

Equipment Loan Information Form



Eligibility

- Equipment may be checked out by Virginia Tech students, faculty, and staff with a valid Hokie Passport and a library account in good standing.
- An Equipment Loan Form must be read and signed each time a piece of equipment is checked out. Patrons cannot borrow equipment under another patron's name.

Loan Period

Item	Loan Period	Fines	
Laptops	3 days	\$15.00/day	One renewal allowed based on availability. Equipment must be present at time of renewal.
-Gateway			
-MacBook			
iPads			
Digital camera			
Camera Tripods			
Digital voice recorder			
Calculators	1 day	\$5.00/day	

Fines & Damages

- Fines are assessed to the borrower's library account, and may result in restrictions on your library account and at the Office of the University Bursar.
- All equipment is to be returned to the Circulation Desk in Newman Library; items cannot be returned to other branches or campus return bins.
- Equipment working condition will be inspected before checkout and upon its return. Borrowers are responsible for damage to and/or loss or theft of all components. Users are required to report any problems experienced with the equipment during the loan period to Newman Library Circulation.
- In the event this equipment is destroyed or lost you are responsible for immediately notifying Newman Library Circulation. If stolen you are responsible for immediately notifying Newman Library Circulation and your local Police Department.
- If an item becomes 5 days overdue, it will be considered lost, and the borrower will be charged for its replacement, in addition to a \$20.00 processing fee. Replacement cost information can be found at <http://www.lib.vt.edu/circ-reserve/equipment.html>.
- Computers will have security seals that should not be removed or tampered with while on loan. If the item is returned without the seal intact the borrower will be charged a \$20 processing fee and may be responsible of replacement costs.
- You will be responsible for replacement costs of the equipment if it is deemed 'jailbroken' upon return.
- Missing, damaged, and/or lost cables, earphones, cases, and other supplemental items will be assessed replacement charges, in addition to a \$20.00 processing fee.

Personal Data & Information

- Laptops and iPads are preloaded with a folder of sample files and applications, but users may sync additional data and applications, with the understanding that all data added by the borrower **will be erased when the laptop or iPad is returned to Circulation**. It is the borrower's responsibility to save files to a USB flash drive or other memory device.
- Any additional applications or media purchased by the borrower, and loaded to the laptop or iPad, **must be purchased** by the borrower, and is not the responsibility of the Library.