BORROWER AGREEMENT FOR LIBRARY ELECTRONIC RESOURCES
(LAPTOP/IPAD/PROJECTOR/TELEVISION/DVD-VCR PLAYER/DIGITAL CAMERA)
MISSISSIPPI VALLEY STATE UNIVERSITY LIBRARY

Name (Last, First) __________________________ MVSU ID# ______________ Phone ____________

Classification: _____ Undergraduate _____ Graduate _____ Faculty _____ Staff

Check Which Electronic Resource is loaned:

________ Laptop/Ipad _______ Projector _______ Television

________ DVD/VCR Player _______ Digital Camera

GUIDELINES FOR USE (Borrower must initial each line below and read penalties on back of form):

_______ Electronic Resource loan period for students is 2 hours (graduate & undergraduate)

_______ Electronic Resource loan period for faculty & staff is 1 week

_______ Return the Electronic Resource to the Circulation Information Desk in the J. H. White Library

_______ You are personally, fiscally responsible for the electronic resource if it is lost, stolen or damaged

_______ Non-program files will be removed every time a laptop is serviced

TO BE COMPLETED BY LIBRARY STAFF:

CHECK OUT:
MVSU#: ___________ Temporary Transfer Form completed (faculty/staff only): _______

Check out condition: Note any physical damage to laptop/ipad below

________________________

________________________

Signed out by: __________________________

(signature of library staff member)

Date signed out: ________________ Time signed out: ________________

CHECK IN:
Signed in by: __________________________

(signature of library staff member)

Date signed in: ________________ Time signed in: ________________

Laptop/Ipad and carrying bag/Ipad cover returned: __________

Check in condition: Note any physical damage to laptop/ipad below

________________________

________________________
*Library staff member to complete Library Incident Report for any new damage noted, including physical
damage or problems with any components of software.

Penalties
1. Laptop replacement cost $1,087.00
2. Ipad replacement cost $299.00
3. Projector replacement cost $1,154.00
4. Television replacement cost $725.00
5. DVD-VHS combo replacement cost $375.00
6. Digital Camera replacement cost $638.50
7. The Laptop/Ipad will not be used to permanently store any work that I may perform
8. If I return the Equipment after the time that it is due, I will lose laptop/ipad checkout privileges:
   - For 30 days for the first offense
   - For the remainder of the semester for the second offense
   - Permanently for the third offense
9. In addition, if I return the equipment 24 hours or more after it is due to be checked in, I may be charged up
to $100.00 per day for each day after the date it is due (faculty & staff only)
10. If a student shall be late returning a laptop after the 2 hour check-out period, he/she will be fined $10.00
    per hour for every hour beyond the check-out time with a maximum of $100.00.