

## EASTERN FLORIDA STATE COLLEGE LIBRARIES EQUIPMENT LOAN AGREEMENT

Please read carefully and sign. Your signature at the bottom of this agreement indicates you have read, understood, and agreed to the equipment loan agreement and guidelines.

**Requirements:**

- Must be currently registered EFSC student, faculty or staff in good standing with the college. No equipment loans to community patrons.
- Must present a valid EFSC ID card.
- Must check out and return the equipment in person.

**Conditions of Use:**

- **Laptops designated as IN LIBRARY USE only:**
  - Borrower must leave a valid driver’s license or government-issued photo identification at the library circulation desk. Library staff will keep identification in a secure location at the desk, and return it to the borrower when the equipment is returned and checked-in.
  - May not be taken outside the library.
  - Check-out times are limited to three hours and late returns are fined \$1.00 per hour.
  - Must be returned to the circulation desk 30 minutes before the library closes.
- **Equipment designated as CHECK-OUT:**
  - **eReaders:** 3-week check-out with no renewal; late returns are fined \$1.00 per day; equipment more than 120 days overdue goes to lost status and your Banner account is charged full replacement cost.
  - **Laptops (EFSC employees only):** 7-day check-out with no renewal; late returns are fined \$1.00 per day.
  - May only be returned inside the library at the circulation desk, NOT in drop boxes. You agree to be liable for any damages caused to equipment returned in drop boxes.

**Borrower’s initials** \_\_\_\_\_.

- **All Equipment:**
  - A power cord or AC adaptor is provided with each equipment loan. A case is provided with all eReaders.
  - Personal files, internet files, and/or personal software may not be loaded onto the equipment.
  - EQUIPMENT SHOULD NEVER BE LEFT UNATTENDED. The library is not responsible if equipment or a peripheral is stolen or damaged during a borrower’s loan period. YOU are responsible for the equipment and all peripherals until they are returned AND checked in.
  - Borrowers must abide by all college, state, and federal policies and laws regarding the appropriate use of the College network and computing resources available online, at: [EFSC Technology and Internet Ethics & Acceptable Use Policy](#)
  - Failure to adhere to the conditions of use can result in the loss of equipment check-out privileges.

**All Borrowers: I agree to accept sole responsibility for any incidence of damage, destruction, theft, or misuse of any kind, as well as any late return fines, resulting from my borrowing of equipment and/or equipment peripheral. Students: In accordance with the Student Code of Conduct outlined in the Student Handbook, for any incidence of damage, destruction, theft, misuse, or non-payment of fines resulting from borrowed equipment and/or equipment peripheral, I understand that I may be subject to disciplinary action, as well as disciplinary sanctions, which may include, but are not limited to, payment of restitution.**

A copy of this signed agreement will be on file one calendar year from the date signed, and the borrower may request a photocopy of this agreement. **All EFSC students and employees borrowing equipment must sign this agreement.**

I am aware of the equipment and peripheral loan policy and that a full version of this agreement may be found online at the EFSC libraries’ website ([www.easternflorida.edu/library](http://www.easternflorida.edu/library)) under “About Us,” “Using the Library.”

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**Please fill out every line completely and legibly.**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **B #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_