

Library Technology Borrowing Agreement

In order to borrow technology from the Phillips Memorial Library at Providence College, you must agree to the following terms and conditions:

- I understand that Phillips Memorial Library operates on a **three-strike system** for all technology loans (laptops, tablets, chargers, cameras, calculators, etc.). This means that if I have failed to return or renew any equipment in my care by the due date, I will expect to **receive a strike on the first day it is overdue**. This means that if an item is due back, I have until the library closes to return it. A **second strike** will be issued if I do not return or renew any equipment in my care by the second Wednesday after the due date. A **third and final strike** will be issued if I do not return or renew any equipment in my care one month after the due date. After receiving my third strike within a semester, I will be **banned from borrowing technology** for the remainder of the semester. If I am banned from technology loans three times in three separate semesters, I understand that I will receive a **permanent ban** and will no longer be able to borrow library technology.
- I accept and acknowledge that the library equipment I have received is in good working condition.
- I agree to protect this equipment from theft and damage. I will not leave equipment unattended or unsecured. I assume all responsibility until it is properly checked in.
- I understand that I will be charged a **replacement/repair fee** for any equipment that is lost, stolen, or damaged while it is in my care.
- I understand that all data is erased upon check in and the library is not responsible for any lost information.
- I understand that the PC Office of Public Safety will investigate the loss of any library equipment, and I will cooperate with such investigation.
- I agree to follow the Acceptable Usage Policy for Information Technology Resources at Providence College.
- I understand that Phillips Memorial Library has the right to update this document at any time and in signing this I agree to abide by any and all updates.

Replacement Costs

Device Type:	Loan period:	Replacement costs:
Laptop	3 DAYS and 1 Renewal	\$1200
MacBook Charger	4 HOURS and 1 Renewal	\$90
iPad	7 DAYS and 1 Renewal	\$750
iPad + Apple Pencil	7 DAYS and 1 Renewal	\$850
Calculator	1 DAY and 1 Renewal	\$80
Camcorder	7 DAYS and 1 Renewal	\$1100
DSLR Camera	7 DAYS and 1 Renewal	\$975
Point-and-Shoot Camera	7 DAYS and 1 Renewal	\$400
Photo Lighting Kit	7 DAYS and 1 Renewal	\$350
Microphone	7 DAYS and 1 Renewal	\$220
Tripod	7 DAYS and 1 Renewal	\$75-350
Audio Recorder	7 DAYS and 1 Renewal	\$350-500
External Hard Drive	7 DAYS and 1 Renewal	\$175