

## Student Library Technology Borrowing Agreement

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

### Return Policy:

- I understand that Phillips Memorial Library operates on a **three-block system** for all technology loans (laptops, tablets, chargers, cameras, calculators, etc.).
- I will expect to receive a library technology block **two weeks** after the item is overdue. A block can be removed by returning or renewing the overdue item.
- I will expect to receive a library technology ban **four weeks** after the item is overdue. A ban prevents me from checking out library technology until the end of the current semester.
- I will expect to receive a library technology ban if I receive three separate blocks within one semester.
- I will expect to receive a **permanent** library technology ban after receiving **three semester bans**. A permanent ban prevents me from checking out library technology until the end of my time at Providence College.

### Equipment Condition and Replacement:

- 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 returned.
- 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.

### Institutional Policies:

- I understand that the PC Office of Public Safety will investigate the loss of any library equipment, and I will cooperate with such an investigation.
- I agree to follow the Acceptable Usage Policy for Information Technology 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:
Macbook Charger	1 DAY and 1 Renewal	\$100 - \$130
Calculator		\$80 - \$120
Laptop	7 DAYS and 1 Renewal	\$1000
iPad		\$500
Drawing Tablet		\$100 - \$300
Camcorder		\$1300
DSLR Camera		\$600
Projector		\$400
Photo Lighting Kit		\$575 - \$725
Microphone		\$60 - \$350
Apple Pencil		\$120
Adapters		\$10 - 15
Tripod		\$150 - 350
Audio Recorder		\$150 - 500
External Hard Drive		\$170
Vlogger Kit		\$120
Smart Pen and Notebook		\$100
Green Screen		\$90
Camera Lenses		\$160

## Faculty/Staff Library Technology Borrowing Agreement

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

### Return Policy:

- Faculty and staff laptops are available for a **loan period of 4 weeks**, with renewals approved by the Head of Technology and Access services. Laptops must be returned at least once a semester for maintenance and updates.
- If a laptop from the faculty collection is not available, faculty and staff are permitted to borrow from the seven-day loan laptop collection, but the loan period will remain at seven days. If the library does not have enough inventory to meet patron demand, devices on loan will be recalled.
- If library technology is not returned in a timely manner and multiple attempts to contact the patron are unsuccessful, the patron's name will be referred to the library director for further action.
- Laptops from Phillips Memorial Library are a temporary technology solution until arrangements can be made by the faculty or staff member to procure a permanent device.

### Equipment Condition and Replacement:

- 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 returned.
- 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.

### Institutional Policies:

- I understand that the PC Office of Public Safety will investigate the loss of any library equipment, and I will cooperate with such an investigation.
- I agree to follow the Acceptable Usage Policy for Information Technology at Providence College.
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## Replacement Costs

Device Type:	Loan period:	Replacement costs:
Macbook Charger	1 DAY and 1 Renewal	\$100 - \$130
Calculator		\$80 - \$120
Laptop	7 DAYS and 1 Renewal	\$1000
iPad		\$500
Drawing Tablet		\$100-\$300
Camcorder		\$1300
DSLR Camera		\$600
Projector		\$400
Photo Lighting Kit		\$575 - \$725
Microphone		\$60 - \$350
Apple Pencil		\$120
Adapters		\$10-15
Tripod		\$150-350
Audio Recorder		\$150-500
External Hard Drive		\$170
Vlogger Kit		\$120
Smart Pen and Notebook		\$100
Green Screen		\$90
Camera Lenses		\$160