

Student 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 agree to save all data to the cloud.** 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

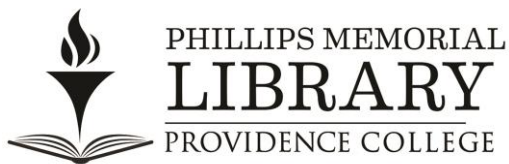
Device Type:	Loan period:	Replacement costs:
Macbook Charger	1 DAY and 1 Renewal	\$100
HappyLight	4 HOURS and 1 Renewal	\$30
Calculator	1 DAY and 1 Renewal	\$80
Laptop	7 DAYS and 1 Renewal	\$1200
iPad	7 DAYS and 1 Renewal	\$500
Drawing Tablet	7 DAYS and 1 Renewal	\$100
Camcorder	7 DAYS and 1 Renewal	\$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	\$170
Vlogger Kit	7 DAYS and 1 Renewal	\$120
Smart Pen and Notebook	7 DAYS and 1 Renewal	\$120

Print Name: _____

Signature: _____

Library Barcode: _____

Date: _____



Faculty/Staff 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:

- Faculty and staff laptops are available for a **loan period of one month**, 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 three day loan laptop pool, but the loan period will remain at three days. **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.** If the library does not have enough inventory to meet patron demand, devices on loan will be recalled. If devices are not returned in a timely manner and multiple attempts to contact the patron are unanswered, the patron's name will be referred to the library director for further action.
- 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 agree to save all data to the cloud.** 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:
Macbook Charger	4 HOURS and 1 Renewal	\$100
HappyLight	4 HOURS and 1 Renewal	\$30
Calculator	1 DAY and 1 Renewal	\$80
Laptop	3 DAYS and 1 Renewal	\$1200
iPad	7 DAYS and 1 Renewal	\$500
Drawing Tablet	7 DAYS and 1 Renewal	\$100
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	\$170
Vlogger Kit	7 DAYS and 1 Renewal	\$120
Smart Pen and Notebook	7 DAYS and 1 Renewal	\$120

Print Name:_____

Signature:_____

Library Barcode:_____

Date:_____