

**UNIVERSITY OF TEXAS AT ARLINGTON LIBRARIES  
LAPTOP AGREEMENT FORM**

4 HOUR LAPTOPS	24 HOUR LAPTOPS
Some laptops may be checked out to UTA faculty, staff and students from the Central, SEL or AFA Library circulation counter for up to 4 hours and, when applicable, are due no later than 1 hour before closing. 4 hour laptops may be taken out of Libraries, but cannot be kept overnight when the owning Library is closed.	Some laptops may be checked out to UTA faculty, staff and students from the Central or SEL Library circulation counter for 24 hours (weekends, holidays and closings may impact the due time). 24 hour laptops may be taken out of the Libraries.

**Please note that:**

- This equipment has ON CAMPUS access to the UTA wireless network; dial-in procedures for off campus access are included in each laptop case.
- Laptops may not be renewed, but another laptop may be checked out if one is available when one is returned.
- Individuals may have only one laptop checked out at a time.
- Laptops are available on a first come, first serve basis and may not be reserved in advance.

**By signing this agreement, the undersigned certifies that:**

- Use of the laptop is for academic purposes for the University of Texas at Arlington.
- The equipment will be returned to the Library from which it was borrowed at the designated time with the check-out slip included.
- When a laptop is checked out, the individual doing so assumes financial responsibility for that property.
- Any computer malfunctions will be reported to Library staff at the time the laptop is returned.

***Failure to return the laptop on time will result in late fees of \$.05 cents a minute with a maximum fine of \$60.00, and possible suspension of borrowing privileges. The cost of a damaged or lost laptop and/or laptop accessories while checked out may result in replacement costs up to \$3000 that will be applied to the borrower's UTA Student Life account, in addition to any overdue and processing fees incurred.***

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**I have read and I understand the laptop check out policy for the University of Texas at Arlington Libraries. I understand that I am financially responsible for the laptop I check out in the event of loss, theft or damage. I agree to abide by these policies.**

Date:	You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in the UT System BPM #32. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.
Signature:	
Print Name:	
SSN:	
E-Mail:	
Phone:	