

Borrowers Agreement for Library Technology – Digital Media Studio American University Library

➔ Name (Last, First) _____ AU ID _____

Classification: Undergrad Grad Faculty Staff

Guidelines for use

Return the borrowed technology to the Media Services Desk, Lower Level of the University Library.

➔ ***Keep equipment with you at all times, as you are personally financially responsible if it is lost, stolen, or damaged. Initial here _____***

One renewal is available only if no other users are waiting to check out item.

Before signing, read the following carefully:

1. I have received and accept custody of one or more of the items indicated below, in good condition:
 - A. Apple Powerbook laptop. Total replacement/damage cost 2,500 dollars.
 - B. External hard drive and firewire cable. Total replacement/damage cost 1,200 dollars.
 - C. Craig audio cassette transcriber. Total replacement/damage cost 200 dollars
 - D. Apple iSight camera and accessories. Total replacement/damage cost 150 dollars.
 - E. Logitech QuickCam Fusion Total replacement/damage cost 100 dollars.
 - F. jWin audio cassette recorder. Total replacement/damage cost 40 dollars.
 - G. Sony microcassette recorder. Total replacement/damage cost 40 dollars.
2. I agree to use the equipment safely. I agree to protect this equipment from theft and/or damage.
3. I understand that Media Studio equipment can not leave the building unless express permission has been given by a Media Services supervisor.
4. I understand I may temporarily save work to the external hard drive, but that this work is in no way guaranteed by the library to remain there. The library will erase the external hard drive only at the end of each semester, but other users may inadvertently delete files.
5. I understand that to permanently save work, I should copy it to the network, DVD, or my personal external drive.
6. I understand that American University Public Safety will investigate the loss of any library equipment. I will cooperate with such investigation.
7. I agree to notify American University Library Media Services personnel immediately if this equipment is damaged, lost, or malfunctioning.
8. I agree to repay American University the cost of repairing/replacing any equipment damaged through neglect or loss while in my custody.
9. I understand overdue fines are \$6.00 per hour, maximum fines of \$24.00 and that if the equipment is returned 4 hours past the due time it will be considered lost and a nonrefundable \$25.00 processing fee will be charged to my account.
10. I agree to follow AU Information Technology's Computer Use and Copyright Policy [<http://www.american.edu/technology/sites/helpdesk/content.cfm?id=112>] at all times.
11. The library reserves the right to deny borrowing privileges to anyone based upon just cause.

This signature certifies that I understand and agree to all conditions of the loan.

➔ Borrower's Signature _____ Date _____