ELIZABETH CITY STATE UNIVERSITY  
G. R. Little Library Laptop Loan Agreement - Student  

1. Currently enrolled ECSU students with valid student identification cards, valid G. R. Little Library accounts, and who sign laptop loan agreements are eligible to borrow laptop computers from the Circulation Desk at G. R. Little Library. ECSU reserves the right to refuse to loan a laptop computer to any student who has damaged an ECSU laptop computer or who violates this policy. 

2. All laptop computers made available for loan at G. R. Little Library are and shall remain the property of ECSU. 

3. ECSU reserves the right to terminate the loan of a laptop computer, without advance notice, if it appears that a laptop has been abandoned or used in violation of this policy. 

4. There shall be no expectation of privacy with regard to any information stored on any loaned laptop computer. ECSU reserves the right to review any and all information contained within the laptop computer at any time without advance notice to the borrower. 

5. Laptops may be checked-out from the Service Desk during the library’s hours of operation and may not be reserved in advance. 

6. Laptop computers may be checked out for eight (8) hours. Laptops must be returned to the Service Desk for check-in thirty (30) minutes prior to closing. 

7. Laptop computers will be issued to students on loan for use exclusively within G. R. Little Library. 

8. Students are required to keep loaned laptop computers in their physical possession at all times until returned to the Service Desk. Incidents involving loaned laptop computers being removed from G. R. Little Library shall be reported to Campus Police. 

9. Students are prohibited from tampering with the hardware or software of loaned laptop computers; attaching hardware or loading software on loaned laptop computers. 

10. Loaned laptop computers shall be used exclusively for educational purposes relating to class assignments and research. 

11. Late Fees and Liability are as follows: 
   1. A late fee in the amount of five dollars per hour ($5.00/hr.) shall be assessed if a loaned laptop computer is more than one hour overdue. 
   2. Any laptop computer that is more than twenty-four hours overdue shall be reported to Campus Police as property stolen from the state. 
   3. Students shall be financially responsible for paying the costs of any damage, loss or theft that may occur to a loaned laptop computer up to a maximum of $1,041.00 plus any applicable late fees. If a loaned laptop computer is stolen while in a student’s possession, late fees shall cease to accrue when the student reports the theft. 
   4. ECSU shall use student billing to collect any late fees or amounts assessed for laptop computer damage or replacement costs. 

12. Violations of this policy shall result in immediate suspension of privileges to borrow laptop computers reserved at G. R. Little Library and may result in other disciplinary action. 

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Student Name (printed): ________________________________________________________ 
Student Signature: _____________________________________________________________ 
Banner ID#: ____________________________ Date: __________________________________ 
Due Date/Time: ____________________________ Student’s Initials: _____________ 

Revised 3-25-2020