

# Statement of Responsibility

I have read this document & fully understand its terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the below & side two statements.

X \_\_\_\_\_

\_\_\_\_\_  
Name (please print) Date \_\_\_\_\_

\_\_\_\_\_  
Current Local Address Email \_\_\_\_\_

\_\_\_\_\_  
City, ST Zip

Local Phone # \_\_\_\_\_ OSU Student ID # \_\_\_\_\_

## Responsibility

1 I understand that the laptop is my responsibility while it is checked out to me. I will take all reasonable precautions to protect it. If others use it while it is checked out to me and damage or loss occurs, I understand that I will be held liable for any loss, damage, or criminal acts that may occur.

2 I agree that I will be responsible for repair or replacement of the computer and its accessories due to any loss, damage, or theft (see accompanying estimated repair and replacement cost sheet). I understand that replacement cost of the laptop is approximately \$2500 or current market price.

3 I understand that it is my responsibility to make arrangements with Oklahoma State University to pay any and all charges incurred as a result of improper use, loss, or theft of the laptop. Failure to do so may result in an inability to register for classes or receive my diploma or transcripts.

4 I understand that if the laptop is stolen I must notify Library Personnel at the Circulation Desk (first floor) immediately and file a theft report with the Oklahoma State University Campus Police.

## Shortterm Laptops

1 I understand that laptops can be checked out for five hours and can leave the building.  
2 I will follow the policies and guidelines for laptop use in the library and understand that these rules are subject to change.

## Longterm Laptops (OSU Faculty & Staff Only)

1 I understand that University Library Laptops have two loan periods. Short term loans are for five hours and can leave the building. Other Laptops can be borrowed for 7 days and renewed for an additional seven days.  
2 I will follow the policies and guidelines for laptop use in the library and understand that these rules are subject to change.

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Contact for information

Johnny Johnson  
Phone: (405) 744-9728  
librlj@okstate.edu

**Use guidelines**

- 1 I agree to adhere to the terms and conditions outlined in licensing agreements including but not limited to licensing grant restrictions, copyright restrictions, and transfer restriction.
- 2 I agree to adhere to use policies for uniform access computing as outlined by Oklahoma State University and other Student Technology Fee Laboratory restrictions or requirements.
- 3 I understand that the hard-drive is rebuilt after each use and anything I might save there will be erased. If I wish to save any data, it must be to a floppy or my network drive.

**Liability**

- 1 I understand that Oklahoma State University is NOT responsible for loss of data or damage to files that may occur due to the use of the laptop computer.
- 2 I understand that this agreement must be renewed each academic year and that a loss of privileges will occur for a failure to comply to these policies and guidelines.
- 3 I am currently enrolled as a student at Oklahoma State University, Stillwater or Tulsa or currently employed as an OSU Stillwater Faculty or Staff member.

**Laptop Damage Rates**

- Replacement due to loss or damage (including failure to return the laptop) \$2500 (or current market price)
- Intentional vandalism (includes any scratches or marks on any part of the laptop. Removal or rearrangement of keys, or any other malicious damage) \$100 minimum charge or actual repair cost
- Display hinge broken or inoperable damage due to misuse or negligence \$100 minimum charge or actual repair cost
- Damage which impairs operation of the laptop or any peripherals for 5 working days or longer \$100 minimum charge or actual repair cost.
- Missing floppy drive \$100 minimum or actual replacement cost
- Missing CD Drive \$100 minimum or actual replacement cost

- Missing SWDVD/CDRW \$100 minimum or actual replacement cost
- Missing battery \$100 minimum or actual replacement cost
- Missing or damaged Network Card \$50 minimum or actual replacement cost
- Missing or damaged Power Cord \$50 minimum or actual replacement cost
- Missing or damaged keys \$50 minimum or actual replacement cost