

Equipment Borrowing Agreement

Laptops, MacBooks, and iPads are available for checkout to University of Wyoming students, faculty, and staff. Borrowers may use of one piece of equipment at a time.

Laptops and MacBooks must remain in the Coe Library building. All equipment must be returned to the Coe Library Circulation desk by the due date.

 Laptops and MacBooks – due by **Coe Library closing** the day checked out

 iPads – due by Coe Library closing **1 week** after checked out

All data and personal information is DELETED when equipment is returned. Save needed files to an alternate storage location.

 Laptops and MacBooks – UWStudent storage, flash memory

 iPads – Personal iTunes account

Technical assistance is not provided by library staff. For technical support:

All devices connect to the University wireless network when used on campus. iPads require access to an alternative wireless network when used off campus.

 Contact a Lab Assistant in the Coe Library Computer Lab or the IT Help Desk

 at 766-4357 or asu-it@uwyo.edu

The borrower assumes responsibility for:

- Repair or replacement costs and/or fees assessed for damage, theft or loss of equipment that occurs while checked out to the borrower's account
- Overdue fees assessed for failing to return equipment by the due date
- Loss of equipment borrowing privileges for failure to abide by these conditions

The University of Wyoming retains its sovereign and/or governmental immunity.

I have read and agree to these conditions:

Print Name

Print W Number

Signature

Date