Special Request Laptop
Statement of Responsibility

I have read this document and 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 statements below.

Responsibility

1. All laptops are the responsibility of the person they are checked out to, including repair or replacement of the laptops and their accessories due to any loss, damage, or theft. Replacement/replacement costs of a laptop can be up to $500.

2. In the event a laptop is stolen, a police report with the Oklahoma State University Campus Police must be filed and Library Personnel at the Circulation Desk must be notified immediately.

3. All policies and guidelines for laptop and device use in the Library must be followed. These rules may be subject to change.

4. All terms and conditions outlined in licensing agreements, including but not limited to licensing grant restrictions, copyright restrictions and transfer restrictions, must be followed.

Use Guidelines

1. 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. This agreement must be renewed each academic year. A one year loss of privileges will occur for a failure to comply with these policies and guidelines.

3. Only OSU Stillwater Faculty or Staff members are permitted to check out Special Events laptops.

Signature: __________________
CWID: _____________________
Date: ______________________

Damage/ Replacement Cost Estimates
All listed costs are estimates subject to change without notice.

+ Laptop Replacement due to loss, theft, or damage: up to $500

+ Damage to the laptops (includes dents, scratches marks, dented corners, liquid damage, removal or rearrangement of keys, LCD display damage, hinge broken or other damage rendering device inoperable): $100 minimum charge or repair cost

+ Missing or damaged battery: $140

+ Missing or damaged Power Cord: $100