



LAPTOP/TABLET LOAN POLICY/AGREEMENT

- Laptops/Tablets may be borrowed by currently registered undergraduate and postgraduate students
- The borrower should be in good financial standing with The UWI Mona Campus (including the Library - no blocks, overdue books or outstanding fines).

Loan Procedures

1. Each user is allowed to borrow one laptop/tablet at any one time.
2. The borrower must present a valid UWI ID card
3. Laptops/Tablets will be issued at dates and times communicated by the Library.
4. Laptops/Tablets will be issued at designated points as communicated by the Library
5. Laptops/Tablets are on loan for the semester and should be returned by May 31, 2021.
6. The borrower is responsible for the safety of the laptops/tablets and will be held liable for any loss or damage to it or its accessories.
7. The borrower is expected to be self-directed in the use of laptops/tablets and is therefore responsible for the first time setup of the device. In the case of tablets, the borrower is responsible for the setup of login accounts and also the installation of the accompanying SIM and SD (storage) cards, respectively
8. Content added by borrowers must be downloaded with their own Google Accounts, this way the borrower retains ownership and access to the content
9. When a borrower is returning a tablet, the borrower is responsible for erasing all content and settings by launching the “Factory Reset” command **TWICE**, with a staff member present. This will ensure to staff that the device is not locked with any personal login information. Returning a laptop/tablet that has been locked with personal login information will result in a borrower being charged the replacement cost of the laptop/tablet; this cost will be waived if the borrower comes to unlock the device within a specified timeframe.
10. Tablets that are more than two weeks overdue will be deemed lost and the replacement cost plus a JD500 processing fee will be added to the student’s record. Replacement cost will be calculated based on current market value.
11. A block will be placed against the student’s University account until full payment is made. The replacement cost is refundable if the tablet is returned in good working order within a specified timeframe.
12. Tablet/laptop must be returned in person to a Library staff member at the Library of Loan or the Main Library. Please allow for at least ten minutes so checks can be conducted by staff to assess the condition of the laptop/tablet before check-in.

Each time a user borrows a tablet/laptop the user is required to complete and sign a [Loan Agreement Form](#) which sets out the responsibilities of the borrower.



LOAN AGREEMENT

I have read and understood the UWI Mona Library Laptop/Tablet Loan Policy and I agree to abide by the rules. By borrowing this laptop/tablet, I accept responsibility for its security and the security of all accessories (power cord, case, SIM card, SD card) loaned out to me.

I understand that I will be required to pay the replacement cost, and processing fees if the tablet/laptop, or any of its accessories, is stolen, lost or damaged while on loan to me.

Name: Surname
(Please print)

First name:

Student's ID number:

Email address:

Phone number:

Signature:

Date:

THIS SECTION FOR OFFICIAL USE:

ID verified by Staff (name of staff member):

Signature of staff:

Date:

Comments: