Thomas Cooper Library
Equipment Loan Agreement

Borrowers must read the Equipment Loan Agreement and sign to indicate that they understand and agree with the conditions associated with equipment checkout.

- Borrowers must be current students, faculty, or staff and are required to present a valid photo ID at checkout.
- Equipment (e.g. computers, power cords, headphones, markers) may not be removed from the library.
- The loan period for all equipment is four (4) hours.
- All equipment must be returned to the Technology Lounge help desk until 12:00 am. At times outside of standard operating hours (available online at library.sc.edu), equipment must be returned to the security desk on the main floor, at the designated locations. Failure to do so correctly may result in revocation of privileges and late fees.
- Equipment is available on a first-come, first-served basis. Renewals are permitted as long as there are no other patrons waiting to use the equipment.
- Laptops and power cords must be checked out together.
- Only one of each device is allowed to be checked out per patron at one time.
- Borrowers should inspect all equipment at checkout to insure that no charges are falsely applied upon return. Borrowers are responsible for any damages to the equipment during the checkout period.
  - **Overdue fines of $1.00 per hour will be charged** to the borrower’s account **if equipment is not returned on time**.
  - **Up to $30.00 will be charged** to the borrower’s account **in the event that headphones are returned damaged/broken**.
  - **Borrowers will be responsible for the repair of damaged computers/chargers (up to the cost of total replacement plus additional processing)**.

- Equipment may not be left unattended. Failure to comply may result in the revocation of the borrower’s privileges.
- The Thomas Cooper Library is not responsible for any loss of data while using the laptops.
- Borrowers may not copy any software from the hard disk to any other storage medium or machine. Borrowers agree not to alter the software (install/uninstall) on the laptops. Theft or misuse of laptops, including hardware and software contents will result in prosecution to the full extent of the law.