

Device Loan Agreement

CSUN Oviatt Library

Name: _____ CSUN ID # _____ Grad/Undergrad _____

Email: _____ Faculty/Staff _____

Conditions for Use:

- Borrowers must be affiliated with CSUN, hold a currently valid CSUN ID card, and have no outstanding library fines.
- Only one type of device per person may be checked out at a time from each lending desk.
- Devices are available on a first-come-first-served basis.
- All checked out items must be returned to the originating lending desk on the date and time due. Devices are checked out as “kits” and include charging cables and cases. A device is not considered returned until all components in the kit are returned.
- If a device is not available, you may place a hold for the next available device. You will be notified when that device is returned, and it will be held for you until the originating lending desk closes on the following day. Holds can only be placed **in person with a valid CSUN ID at the lending desk**. (Applies to devices available for lending outside of the building.)
- If a device checked out to you has a hold placed on it, you will be unable to renew the device and it must be returned.

Before signing, read the following carefully and initial where indicated:

1. I agree to return **in person** the device checked out by me directly to the originating lending desk. I understand that a kit is not considered returned until all components are returned. I will allow 10 minutes for check in procedures to be conducted upon return.
2. I am personally responsible if the item(s) checked out to me or any part of it is lost, stolen, or damaged. I agree to pay the Library for any costs incurred due to loss or damage while the item is checked out to me, up to the total cost of replacement, plus a \$75 processing fee.
INITIAL HERE _____
3. I understand that overdue fines of \$25 per day or portion thereof will be charged for kits returned late or incomplete.
INITIAL HERE _____
4. I understand that unpaid fines or replacement charges may prevent registration or obtaining a diploma or transcript.
INITIAL HERE _____
5. CSUN accepts no responsibility for loss of purchased or free applications installed by patrons on Library equipment.
INITIAL HERE _____
6. CSUN accepts no responsibility for any damage or loss of data arising directly or indirectly from the use of Library equipment or for any subsequent loss or damage.
7. **Any violation of the above policy may result in a loss of future borrowing privileges. By signing below, I agree to all the terms and conditions stated above.**

BORROWER SIGNATURE _____

DATE _____

OFFICE INITIALS _____