

## WPI Gordon Library/ATC Equipment Agreement Form



The following policies apply to your use of **Library Laptops, Tech Suites, Web Conferencing Kits, Anderson Labs, Room 206, and the Gordon Conference Room**

First Name \_\_\_\_\_ MI \_\_\_\_ Last Name \_\_\_\_\_

WPI Student ID # \_\_\_\_\_ Valid for **Academic Year 2009/2010**

### **PLEASE READ THE FOLLOWING CAREFULLY!!!**

- **LAPTOPS & Web Conferencing Kits are for IN-LIBRARY USE ONLY!**
- **NO FOOD or DRINK allowed in the Tech Suites, Anderson Labs, Room 206, and the Gordon Conference Room.**
- WPI students must be currently registered and in good standing with WPI, ATC, and the Library.
- Faculty/staff must be current WPI employees in good standing with WPI, ATC, and the Library.
- **LOAN TIMES :**  
**2 HOURS for Tech Suites, Anderson Labs, Room 206, and the Gordon Conference Room**  
**3 hours for Laptops and Web Conferencing Kits.**
- **LATE FINES for LAPTOPS & TECH SUITES are \$.25 per MINUTE (\$15.00 per hour)**
- **Patrons who remove a key from the building without prior authorization will be assessed a \$50.00 non-refundable fee.**
- **Patron assumes ALL financial responsibility for any room or equipment damage, repairs, and/or replacement costs.**
- **Failure to return a Lab key or Library Laptop within 24 hours will be considered theft of university property and appropriate action will be taken. There is a \$50.00 replacement charge for a lost key. Laptop replacement cost is \$1300.00 or cost of repair.**
- The library is not responsible for any content left on computers, laptop, or hard drives. Patrons are responsible for deleting content on the computer equipment prior to returning the Lab key or Laptop Computer to the WPI Gordon Library Circulation Desk.
- Please note that the Labs are routinely monitored **in person and with security cameras.**
- If a reserved Tech Suite is not picked up **within 15 minutes of the reservation time**, it may be reassigned to other patrons.

**ATTENTION: My signature below means that I accept full responsibility for the care and custody of the Library Tech Suites, Anderson Labs, Library Laptops, Web Conferencing Kits, Room 206 and/or the Gordon Conference Room, and any other equipment charged to my care from the WPI Gordon Library. In addition, I agree to abide by WPI'S ACCEPTABLE USE POLICY, which states, in part:**

Along with the many opportunities that the computer systems and networks provide for members of the WPI community to share information come the responsibility to use the system in accordance with WPI standards of honesty and personal conduct. Those standards ... call for all members of the community to act in a responsible, professional way. Appropriate use of the resources includes maintaining the security of the system, protecting privacy, and conforming to applicable laws, particularly copyright and harassment laws. The WPI wireless network is an extension of the WPI wired network and should be treated as such.

**WPI's IT Division reserves the right to audit and monitor any system, service, and data traffic within the WPI network to enforce the Acceptable Use Policy and to prevent intrusion and instability.**

For full policy, see: <http://www.wpi.edu/+aup>

Borrower Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_