



# Laptop Checkout Policy

ITS laptops are available for checkout from the ITS Service Center in PML 203. Items are checked out during business hours (8-5 p.m. M–F) with a 24-hour checkout return time.

You must be a current faculty, staff, or student with a valid Truman ID to checkout a laptop, and must read and sign the **Laptop Borrowers Agreement**. This agreement will remain on file for the remainder of the semester.

Laptops available for checkout through ITS come with a local administrator account to assist you with any elevated privileges that may be needed when off campus. Laptops are installed with a system restore program that reinstalls the system to default settings after reboot. **DO NOT save any data to the local hard drive because it will be deleted after reboot.** You must save your files to a network drive or removable media before returning it to the ITS. There is a local drive K:\ available on the system to save your data when not connected to the network, but the K:\ drive will be formatted (i.e. deleted) when the laptop is returned to ITS. ITS does not assume any responsibility for files deleted from the laptop.

You are responsible for loss, theft, or damage to laptop and accessories. **DO NOT LEAVE LAPTOPS UNATTENDED.**

## LOAN PERIODS

One checkout within 48 hours.

24-hour checkout from the time the laptop is checked out. Friday checkouts are due the same time on the following Monday; Tuesday if Monday falls on a holiday. No renewals.

## FINES/CHARGES

All fines and charges will be attached to the user's Truman billing account and will result in loss of checkout privilege until fine is paid.

-Late return fee: \$10 per business hour and \$1 per hour after business hours.

-Missing items from equipment cases: \$10 minimum per item (ex. network cable, mouse, etc.). Items with values greater than \$10 will be charged the replacement value (ex. chargers, adapters, etc.).

-Replacement cost for lost, stolen, or unreturned laptops: **up to \$1500.**

-Damage charges will be assessed based on the actual repair cost.

If you have unpaid ITS fines, you will not be allowed to check out a laptop until the fines are paid. Under no circumstance will an individual be allowed to check out an item for another individual. Sole responsibility of the equipment lies on the individual checking out the item.