

EQUIPMENT & KEY CARD CHECKOUT RESPONSIBILITY FORM

Note: YOUR SIGNATURE BELOW INDICATES YOU ARE RESPONSIBLE FOR THE CARE AND CUSTODY OF THE EQUIPMENT OR KEY CARD YOU HAVE SIGNED OUT FROM THE JEANNINE RAINBOLT COLLEGE OF EDUCATION COMPUTER LAB. IT ALSO INDICATES THAT YOU HAVE READ AND UNDERSTAND ALL THE RULES, ESPECIALLY THE FINES FOR OVERDUE ITEMS.

I UNDERSTAND THAT IF THE EQUIPMENT I HAVE CHECKED OUT IS NOT RETURNED BY THE DATE DUE, I WILL BE ASSESSED A LATE FEE IN THE AMOUNT OF \$5.00 PER DAY FOR THE FIRST 7 DAYS, AFTER THAT, THE FINE BECOMES \$10.00 PER DAY. IF AN ITEM IS MORE THAN 2 WEEKS LATE A HOLD WILL BE PUT ON YOUR ACCOUNT AND YOU WILL NOT BE ALLOWED TO CHECK ANYTHING ELSE OUT UNTIL THE LATE ITEMS ARE RETURNED AND THE FINES PAID. REPEATED DELINQUENT ITEMS WILL RESULT IN SUSPENSION OF LAB EQUIPMENT CHECKOUT PRIVILEGES FOR THE ENTIRE SEMESTER. I UNDERSTAND THIS FINE WILL BEGIN TO ACCRUE AFTER THE TIME DUE WITH NO GRACE PERIOD.

I UNDERSTAND THE COST OF DAMAGED OR LOST LAPTOPS, LAPTOP ACCESSORIES, OR OTHER EQUIPMENT WILL BE CHARGED TO MY BURSARS ACCOUNT. IN THE CASE OF LAPTOPS THE MAXIMUM REPLACEMENT FEE IS \$3000.

KEY CARDS ARE NOT SUBJECT TO THE LATE FEES LISTED ABOVE, BUT CARDS NOT RETURNED WHEN YOUR APPROVAL ENDS WILL RESULT IN A \$250 FEE FOR REPLACEMENT AND REPROGRAMMING THE LOCKS.

I HAVE READ AND I AM FAMILIAR WITH THE LAPTOP CHECKOUT POLICIES OF THE UNIVERSITY OF OKLAHOMA JEANNINE RAINBOLT COLLEGE OF EDUCATION AND I AGREE TO ABIDE BY ALL POLICIES.

Borrowers Name

ID

Phone Number

Email Address

Date Signed