

QUEENS COLLEGE / Music Library  
65-30 Kissena Boulevard Flushing, NY 11367 718-997-3900

Queens College Libraries – iPod/Laptop Loan Liability Agreement

I Have Borrowed:  iPod  AC Adapter  Laptop  Bag & Strap  Power Cord  Mouse

**BORROWER: Please read this agreement, complete it where necessary, and sign it.**

- I am a student currently enrolled at Queens College.
- All items are due back no later than one hour (iPod) and one and a half hours (Laptops) before the Music Library circulation desk closes. Laptops and iPods will be renewed only if others are available for loan at the time of return.
- AC Adapters must be checked out with iPods and Laptop computers.
- Loan Periods: **iPod & adapter – 7 days** **Laptop & accessories – 5 hours**
- Late Fees: **iPod & adapter – \$30 per day per item** **Laptop & accessories – \$30 per hour per item**  
I agree to pay any late fine that I incur.
- **IPODS AND LAPTOPS CAN ONLY BE RENEWED BY MUSIC LIBRARY STAFF.**
- I agree to return all items in good working order to a staff member at the **Music Library Circulation desk** in room 225 of the Music Building. I understand that the check-in procedure involves running diagnostics on the items. I will allow sufficient time and be present for this process. I am responsible for each item I have borrowed.
- I will allow sufficient time and be present for the check-out and initial check-in process.
- I understand that if full diagnostics are completed and I am deemed culpable of tampering with or damaging items, I will pay for all repair and/or replacement costs.
- I agree to pay all processing fees, repairs, and/or replacement costs resulting from damage or loss (including theft) of items while they are checked out in my name. Replacement cost shall be the current actual price of a new item similar to the loaned item in terms of quality, durability, and performance. In the event of a replacement charge, I will also be responsible for any overdue or processing fees.
- I agree to abide by the Queens College Policies Governing Use of Queens College Information Technology found at [www.qc.edu/OCT/policies.php](http://www.qc.edu/OCT/policies.php).
- **I understand that noncompliance with the above rules or other rules as established from time to time will result in the suspension of my participation in the iPod/Laptop loan program. In the event that I fail to meet any of my obligations, I agree that Queens College may take whatever action it deems necessary, including but not limited to placing holds on my registration records, blocking circulation privileges, referral to the Dean of Students, and collection of my financial obligations.**

*Once the Laptop is returned, all data will be lost.*  
**NEVER LEAVE ANY ITEMS UNATTENDED**

Borrower's Signature: \_\_\_\_\_

Borrower's Email address \_\_\_\_\_ or Phone # (\_\_\_\_\_) \_\_\_\_\_

Checked out by (Last and First Names and Signature): \_\_\_\_\_

**QUEENS COLLEGE / Music Library**  
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**Comments**

**And/Or**

**Problems:**

**Borrower's Signature:** \_\_\_\_\_

**Checked in by** (Last and First Names and Signature) \_\_\_\_\_