



**TULSA**  
LIBRARY

# TECH-TO-GO Statement of Responsibility

## DATA LOSS NOTICE:

**SAVE all work:  
Dell, Microsoft  
and Macintosh  
devices erase all  
files upon shut  
down or reboot.**

### Lending Terms:

**7 Day Check-out**

**1 Renewal\*** (\*Max 14 Days\*)

**Overdue fine charged  
daily. No maximum.**

### Library Service Hours:

Fall & Spring

Mon-Thurs 8 AM—10 PM

Fri 8 AM—5 PM

Sat 9 AM—5 PM

Sun 1 PM—9 PM

Summer and Holiday Hours Vary

[tulsa.okstate.edu/library](http://tulsa.okstate.edu/library)

[tulsa.libraryrenewal@okstate.edu](mailto:tulsa.libraryrenewal@okstate.edu)

918-594-8130

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ CWID# \_\_\_\_\_

### TERMS OF USE:

**By checking out an OSU technology item you agree to the following responsibilities:**

1. OSU equipment is to be used strictly for education purposes only.
2. Borrower is responsible for all lending due dates and renewal dates. Borrower is responsible for any/all overdue fines incurred. (**\$25 a day-laptop/MacBook, Surface Tablet and iPad Tablet**)
3. A waiting period of 24 hours is required after returning the item.
4. All reasonable precautions to protect OSU property are required. Borrower agrees to any/all responsibility for loss, stolen, damaged, vandalized or malicious/criminal use of the equipment and accessories.
5. Borrower agrees to pay for repair or replacement costs including processing fees. Fines, fees and replacement costs are set by the Library Director and are based on actual current costs.
6. OSU equipment can not be loaned or used by non-students. Borrowers are not allowed to loan out equipment to anyone.
7. If any device is stolen, borrower must notify Tulsa Library Personnel as soon as possible. Borrower is required to file a theft report with the OSU-Tulsa Campus Police Department.
8. If any device or accompanying pieces are damaged or do not work properly, the borrow is required to notify library staff. Failure to disclose known issues will result in an automatic damage fine.
9. All equipment must be returned directly to the service desk. Transaction is not complete until all pieces have been counted and inspected.
10. All personal data, unsaved work, and documents will be wiped from internal or SD drives upon return. The OSU-Tulsa Library is not liable for lost data.
11. Borrower must follow OSU computer policies and device and software copyright/license/access grant agreements.
12. Any violation of terms of use can result of a loss of privileges for the borrower.

**I have read this document & fully understand its terms of use and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the statement of responsibility form. (read both sides)**

X \_\_\_\_\_

Date: \_\_\_\_\_





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## Available Tech-to-Go Equipment

### Computing Devices include power cord and Laptop Bag:

- Dell Latitude 5000 series 14 Laptop
- Dell Precision 3530 Series Laptop
- Microsoft Surface Pro 6 Tablet with Attachable Keyboard
- MacBook PRO 8 GM MF839LL
- Apple Ipad Pro Wifi Tablet with Attachable Keyboard

\*\*\*All computing devices have Deep Freeze software installed. This software deletes any downloads, files or documents created by the user and resets all data to the preset profile. You must save all work before powering off or rebooting. The library is not responsible for lost data.\*\*\*

### Computer Accessories (available separately):

- Computer Mouse
- Wifi Hot Spot/Free Data MobileBeacon Franklin R910 (provides internet within a tower range)

### Technology Item Kits with Accessories and Case:

- GoPro Hero Camera Kit with Accessories
- GoPro Hero +LCD Camera Kit with Accessories
- Epson Powerlight LCD Portable Projector
- Canon Camcorder with Flash Drive Card
- Blue Yeti Microphone
- Zoom Portable Voice Recorder

**Replacement Prices Vary from \$49.99 to \$3,000.00 and priced for replacement when declared damaged beyond repair or reported lost or stolen.**

**Damage Rates are based on actual damage repair costs.**