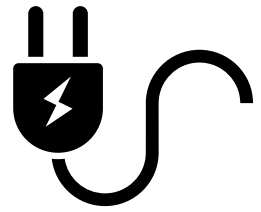




TULSA
LIBRARY

TECH-TO-GO

Statement of Responsibility



DATA LOSS NOTICE: SAVE all work.
All computer devices erase all files upon
shut down or reboot.

All computing devices have privacy protection 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.

Available Tech-to-Go Equipment

- Dell Latitude 5430 series 14 inch Laptop
- Dell Latitude 5000 Series 14 inch Laptop
- MacBook PRO 8 GM MF839LL
- Microsoft Surface Pro 6 Tablet with Attachable Keyboard
- Apple Ipad Pro Wifi Tablet
- Computer Mouse
- WIFI Hotspots
- Logitech C270 HD Webcams
- 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

Please visit our website to view available software:

<https://tulsa.okstate.edu/library/tools-and-tech/tech-to-go.html>



Lending Terms:
7 Day Check-out
1 Renewal*

Overdue fine of \$25.00 charged daily.

*Maximum of 14 Days. Items must be returned to the library at the end of the period or borrower will accrue the associated fines. A different device may be checked out upon return.

Library Service Hours:

Fall & Spring

Mon-Thurs 10 AM–7 PM

Friday 8 AM– 5 PM

Saturday 9 AM–5 PM

Sunday Closed

Summer and Holiday Hours Vary

tulsa.okstate.edu/library

tulsa.libraryrenewal@okstate.edu

918-594-8130



TULSA
LIBRARY

TECH-TO-GO

Statement of Responsibility

Please read this document carefully and in its entirety.

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.
3. Borrower is responsible for any/all overdue fines incurred. (\$25 a day)
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.
7. Borrowers are not allowed to loan out equipment to anyone.
8. If any device is stolen, borrower must notify OSU-Tulsa Library personnel as soon as possible.
9. Borrower is required to file a theft report with the OSU-Tulsa Campus Police Department.
10. If any device or accompanying pieces are damaged or do not work properly, the borrower is required to notify library staff. Failure to disclose known issues will result in an automatic damage fine.
11. All equipment must be returned directly to the service desk. Transaction is not complete until all pieces have been counted and inspected.
12. All personal data, unsaved work, and documents will be wiped from the internal or SD drives upon return. The OSU-Tulsa Library is not liable for lost data.
13. Borrower must follow OSU computer policies and device and software copyright, license, and/or access grant agreements.
14. Any violation of terms of use can result of a loss of privileges for the borrower.

*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.

Name _____	CWID _____
Address _____	City _____ State _____ Zip _____
Email _____	Phone _____

**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.**

Signature _____

Date _____