West Chester University, FHG Library
IMC Material Liability Form

Please print legibly

Name: ___________________________________________  ______  ______  ______
(last)  (first)  (middle)

WCU ID#: ______________________ Email Address: ________________________________

Current Address: ______________________________________________________________

Primary Phone: ________________________________________________________________

Check-out Policies:

<table>
<thead>
<tr>
<th>Item</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-house Laptops</td>
<td>3 hour loan</td>
</tr>
<tr>
<td>Equipment/Materials</td>
<td>3 day loan</td>
</tr>
<tr>
<td>Games</td>
<td>7 day loan</td>
</tr>
</tbody>
</table>

- Laptops may only be checked out by active WCU students with valid Photo ID.

- Data saved to the laptop hard drive will be automatically erased when the laptop is shut down, logged off, is restarted, or loses power. Remember to save your work often.

- In-house laptops must be used in the library.

- Report any problems or damage to staff at the IMC Desk.

- You are responsible for IMC Materials while they are checked out to you. Do not leave items unattended.

- IMC Equipment may not be renewed.

An outstanding obligation with the IMC will result in immediate suspension of borrowing privileges and a hold may be placed on your student account which would prevent you from graduating.

**Laptops or equipment still overdue 14 days after their due date will be subject to a non-refundable replacement charge**

Liability statement:

“I agree to pay all costs associated with damage to any equipment borrowed, its associated cords, batteries, chargers, and other peripherals, or its replacement cost should it be lost or stolen while it is in my possession. I understand that the replacement cost for this equipment may be as high as $5,000 depending on the equipment borrowed.”

Signature: ___________________________________________  Date: __________________