



The University of Hong Kong Libraries

香港大學圖書館

Your Partner in Intellectual Excellence
Caring, Collaborative, Creative

Laptop/Tablet Lending Agreement

Terms and conditions:

- 1) Laptops or tablets may be borrowed at Lending Services Counter of the Main Library and Branch Libraries by holders of valid HKU Libraries borrower card in-person. Borrowers with blocked patron record must settle all accounts before checking out a laptop or tablet.
- 2) Laptops or tablets must be returned to the circulation counter on the same day in the same library where it is borrowed, 30 minutes before closing of the Libraries. Laptops or tablets cannot be checked out overnight.
- 3) Renewals, recalls or reservation service are not available.
- 4) Laptops or tablets must be returned in-person. Library staff will verify that the laptop or tablet and accessories have been returned and in order. Borrowers should report any laptop or tablet malfunctions and/or problems immediately.
- 5) Borrowers should observe “The University of Hong Kong Statement of Ethics on Computer Use” (excerpts of the Statement are reproduced overleaf).
- 6) Borrowers should familiarize themselves with Laptop/Tablet Lending Programme guidelines at <http://lib.hku.hk/techsupport/laptoploan.html>.
- 7) Fines/Replacement Charge:
 - a) A fine of \$500 per night will be charged to borrowers for late return of laptops or tablets with a maximum fine of \$2,500. Laptop or tablet overdue for 5 nights will be assumed lost.
 - b) The replacement charge for a laptop is \$8,000, and that for a MacBook and tablet is \$12,000 and \$4,000 respectively. Charges for missing laptop accessories are: \$360 for charger; \$60 for power cord, \$50 for USB optical mouse; \$250 for carrying bag; \$160 for Kensington cable lock; \$20 for Ethernet cable and \$650 for the built-in battery. Charges for missing tablet accessories are: \$250 for power adapter; \$400 for case. A repair fee will be levied for damaged laptops or tablets.

Reading and signing this agreement certifies that the undersigned assumes full financial responsibility for the laptop or tablet and accessories while checked out in his/her name. The Libraries is not liable to any loss or damage to a borrower's files saved to laptop or tablet or by unexpected shutdown, reboot, hardware failure, network interruptions or viruses, and assumes no responsibility for any infringing, or non-permitted, use of the laptop or tablet while it is on loan. Should any failure to logout properly from accounts used by the borrower have an effect or consequence on the privacy of his/her personal data, the Libraries is not liable in any manner whatsoever in damages or otherwise. Information gathered in this agreement is in accordance with the Libraries' Personal Information Collection Statements at <http://lib.hku.hk/general/peronsal.html>.

I have read and understand the University of Hong Kong Libraries Laptop/Tablet Lending Programme terms and conditions described above. In the event of overdue, loss, theft or damage while checked out in my name, I fully understand that I am financially responsible for the laptop or tablet and its accessories. I agree to abide by these terms and conditions. I also acknowledge that failure to comply with any of these terms and conditions may result in the loss of my library privileges.

Name (in English) _____ Student / Staff / FAC No. _____

Signature _____ Date _____



The University of Hong Kong Statement of Ethics on Computer Use

Please observe the following:

1. Computer use must be authorized.
 - Use of the computer system at the University is primarily for instructional, research or administrative purposes.
2. The integrity of the computer system must be observed. Users agree not to engage the following:
 - unauthorized access or use of the computer system;
 - deception, false use or impersonation of any other user's individual logon identification;
 - unauthorized modification of the computer system including deletion, alteration or destruction of computer data or programs;
 - unauthorized modification of the contents of the computer system including any memory or other storage medium.
3. Computer use must be responsible.
 - Trivial applications such as excessive game playing, message sending, storage use, or outputting, constitute non-responsible use.
 - All computer users are accountable for charges incurred on their respective accounts or sources of funds.
 - Should a reasonable suspicion exists that either a breach of security has occurred, or is likely to occur, then the onus is upon the computer user to take appropriate measures including the notification of the breach to the Director of the Computer Centre.
4. Confidentiality and privacy of the other computer users must be respected.
 - The reading or intercepting of, or the electronic eavesdropping on, any communication or data held on the computer system which is intended for another user, is a breach of confidentiality and privacy principles.
5. The laws must be followed and the proprietary ownership observed.
 - This Statement of Ethics is in addition to the law on patents, trademarks, copyright, unfair competition, trade secrets and contract, as well as in addition to any prior restrictions in relation to copying, resale, non-educational use or otherwise.
 - The Libraries assumes no responsibility for any infringing, or non-permitted, use.

Details of the Statement of Ethics is published at <http://www.hku.hk/cc/policies/ethics.htm>