

Agreement for Laptop Loan from the UHNM Health Libraries

Between UHNM Health Libraries for North Staffordshire of Royal Stoke University Hospital, Newcastle Road, Stoke-on-Trent, Staffordshire, ST4 6QG and

_____ [Print Full Name]

By loaning a laptop from the UHNM Health Library, I agree to the following terms and conditions:

- You must be a registered member of the Health Library and must produce your Keele card and/or library card to loan this equipment.
- Loans are **NOT transferable**. You are responsible for items on your account.
- Laptop loans will **not** automatically renew.
- You must exercise **due care** of the equipment to prevent loss or damage during the loan period.
- You accept **full responsibility** for any loss or damage to the equipment caused by your neglect or improper use. **Improper use** includes:
 - Using the equipment in a manner not in accordance with the manufacturer's and/or Keele University's or UHNM's instructions.
 - Using the equipment for a purpose other than its intended use.
 - Allowing the equipment to be out of your control and custody or failing to protect it from loss or damage.
- All equipment loaned including laptop, charger and laptop bag **must be returned** to a member of Library staff during staffed hours at **the Health Library**. At **the Health Library at County** return to a member of staff during staffed hours or secure in a locker when returning outside of staffed hours. **The laptop must be returned to the site the laptop was loaned from**. The equipment will be inspected for any visible damage on return. We will only consider waiving a fine if there are exceptional circumstances.
- Late returns will result in a fine of **£5 per day or part-day** up to the value of **£50**.
- Failure to return any overdue laptop within **7 working days** of the return date could result in a ban from using the service and the laptop deactivated for use.
- In the event of loss or theft, you must report the missing items to the Health Library as soon as possible and provide a police incident number after it has been reported stolen.

Updated / reviewed: Sept 2026	Updated / reviewed by: EH
Date of next review: Sept 2027	

- **Do not save any work** to the laptop's hard drive (C:), as all files on the hard drive will be permanently deleted upon return. Save files to a memory stick/USB pen, equivalent storage, or Keele or UHNM network file storage.
- You must adhere to Keele University and UHNM regulations regarding computer use. You may **NOT** install your own software on the laptops.
- In the event of a **problem with the equipment** during your loan period, please contact the Health Library. **Do not attempt to fix it yourself**, this could invalidate the warranty and leave you liable for damage or repair costs.
- All equipment remains the property of the Health Library. You will be contacted if your item is long overdue and **invoiced for the full value** of the equipment if it is **not returned**.

Acknowledgment

I have read and understood the full terms and conditions for laptop loans from the Health Library or Heath Library at County. If damaged or lost I agree to reimburse the costs of repair to the damaged laptop, or the replacement cost of the laptop, which is approximately £ 840 to UHNM and/or *[for UHNM and Keele University staff]* I allow my employer *[UHNM or Keele University]* to make deductions from my salary or any other payment due to me for the costs of repair/replacement.

Signed: _____ **Date:** _____

Print name: _____

Keele card / Library card no: _____

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