

Leaflet on Borrowing

Last name, First name: _____

Mobile Devices

Device number: _____

Students, currently enrolled at Offenburg University of Applied Sciences can borrow laptops from the university library in Offenburg or from the university library in Gengenbach.

Pre-installed software: Microsoft Office, LibreOffice, Notepad++, AnyConnect (VPN), iPrint, Zoom Client

The laptop is connected to the net through pre-configured WLAN access, for which the campus login is needed. The device has an USB 3.0 interface for saving data.

Upon returning the device, the laptop will be reset to its original default settings. Programs, files and data saved by the borrower will be permanently deleted.

Loan of Mobile Devices:

- Search the library's OPAC using the keyword "**borrowing mobile devices**" to preorder a device for pick-up at either our *Campus Offenburg library* or *Campus Gengenbach library*.
- You will be informed by e-mail as soon as the device can be picked up at the location of your choice.
- Laptops must be picked up **in person using your valid student ID card**.
- Laptop loans are for **21 days** with 20 possible renewals. Each renewal extends the due date by an additional 21-day period. Loans can be renewed online through your library account, unless the device has been reserved by another person.

Return of Mobile Devices:

- Devices must be returned at the Campus Offenburg library or the Campus Gengenbach library during **opening hours**.
- Equipment cannot be returned at the self-service station outside the Offenburg library.
- Reserved devices must be returned on the due date.
- Returned device will be checked for damages within **two business days**. User **liability continues** until this check has been satisfactorily completed. Costs for repairing or replacing damaged devices will be billed to the library account of the last borrower. The borrower will be notified by email. Library notifications will be sent to your official university email address.

Loan guidelines are described in detail in the current schedule of "Administration and Usage Regulations".

General Information:

- Borrowed devices, including accessories, are the property of Offenburg University of Applied Sciences. Equipment must be treated with care and may not be passed on to third parties.
- Borrowers will be held liable for any loss or damage of equipment. The borrower must check the device immediately to ensure that it is in perfect condition. Technical problems or damage to equipment must be reported without delay.
- Offenburg University of Applied Sciences reserves the right to assess the type and amount of compensation to be paid for damaged or lost electronic equipment. The user will be liable for the cost of repair or replacement of any borrowed equipment.
- Cost of laptop replacement, approximately **500,00 EUR**.
- Borrowed devices are listed in the user's library account. The standard loan period is 21 days with 20 renewals. Each renewal extends the due date for 21 days.
- Notifications to recall overdue devices are automatically sent by e-mail. Overdue devices are fined according to §4 of the University Library Act on fee regulations. Please return or renew devices on time.
- Overdue and unpaid fines, including fines for mobile devices, will be added to the user's library account and will result in loss of loan privileges until the fines have been paid.
- Neither Offenburg University of Applied Sciences nor the University Library is liable for any damage caused to files and removable media while using borrowed equipment or to damage caused by third-party data misuse due to inadequate data protection while online. Offenburg University of Applied Sciences shall only be held liable in cases of intent and gross negligence.

Technical advice:

- Once the laptop is returned, the device will be reset to its original default settings. All personal data is deleted. Please save personal files and documents to an external storage device.
- Only use original cables and chargers provided with the borrowed device in order to avoid any damage to the equipment.

I acknowledge that I have read and understood this document. I accept the terms and conditions of use for the borrowed equipment and agree to comply with the terms and conditions.

Date

Signatur

Student-Id.-Nr.