



Laptop Loan Service Subscription Form

Personal Data:

Name: _____ Student Number: _____

Degree/PhD course: _____

Academic Year: _____

Declaration:

I declare that I am enrolled at the University of Genoa in the degree course/doctoral programme and for the academic year specified above. I accept the terms and conditions of the Laptop Loan Service Regulations and undertake to comply with them. I also declare that I will look after the borrowed item with the utmost care.

I attach a copy of my identity document.

Laptop Loan Service Regulations

1. The Laptop loan service is reserved to regularly enrolled UniGe students as per the records of the University Library System's loan database.
2. To access the Laptop loan service, students must complete the above subscription form and accept the Regulations terms and conditions. The subscription has a maximum duration of 12 months, and expires in any case upon graduation. The user's loan status must be regular at the time of the subscription and in the 6 months prior to application for the service. The subscription is renewable except in cases of non-compliance with the Regulations.
3. The loan is strictly personal and the laptop received cannot be used by or lent to other persons; the loan holder is in any case responsible for it until returned.
4. The loan can be of two types:
 - a. long-term loan (4 months): it can be renewed up to a maximum of 12 months, by presenting the laptop before the expiration date at the same library where it was borrowed; at any renewal, the device will be checked for full functionality.
 - b. daily loan: available at any library participating in the service; the laptop must remain within the library and be returned by closing time.

5. In case of long-term loan, the setup and installation, as well as all maintenance and care activities, are responsibility of the user for the entire duration of the loan; no assistance is provided by University or Library staff.

In case of daily loan, the user will receive the laptop equipped with an account with user privileges; any data and documents saved on the laptop will be deleted upon return. No IT assistance is available at the library front desk.

6. The laptop must be returned complete with all the accessories provided upon loan (charger, any packaging, other accessories).
7. Failure to return/renew the loan will result in a permanent block of the user's loan status in the University Library System for any type of material.
8. Any case of theft or loss of the equipment must be promptly reported to the Library with a copy of the report issued by a Police station.
9. In the event of failure to return, for any reason, or return of a damaged laptop, the student will be required to purchase a new one or repair it at their own expense, or to refund the repair or replacement costs, up to a maximum of € 300.00.
10. It is not permitted to install software which is incompatible with study and research activities.
11. The University of Genoa is not liable for any acts of violation of information security regulations that may occur; cases of illegal use of the laptop will be reported to the competent Authorities.

User's signature: _____

Staff signature: _____

Date: _____

Library: _____