

## Technology Lending Agreement

For the convenience of our UTA graduate students, the EDGE Center provides laptops and other technology items that may be checked out for academic use. In order to check out an item, students must have a valid Mav ID. If students do not have a valid Mav ID, they must procure one from the Mav Express ID Office at 435 Spaniolo Drive, Arlington, TX 76019.

Please visit [www.uta.edu/edgecenter](http://www.uta.edu/edgecenter) for a list of available technology. **Please note** - weekends, holidays, and university closings may impact the due date and time of your borrowed technology.

### Technology Lending Policies

By borrowing a technology item from the EDGE Center's Lending Library, you (the borrower) certify that:

- the equipment will be returned to the EDGE Center (SH 322) at the designated date and time. If not, late fees will be charged and the ability to borrow technology in the future will be affected.
- when technology is checked out, you assume financial responsibility for that item.
- any damages to devices or software/operating system malfunctions **MUST** be reported to a member of the EDGE Center's staff immediately.

### Late Fees, Lost Items, & Damages

If the individual borrowing technology from the EDGE Center fails to return the item by the designated date/time, a Late Fee of \$10/day will be assessed until the item is returned to the EDGE Center. For technology exceeding 14 days past the due date/time, the borrower will be assessed a Lost Item Processing Fee (\$35 per item), Replacement Fee (not to exceed the listed price of the item), and a Maximum Late Fee of \$140.

If technology is returned in good condition, the Lost Item Processing and Replacement Fees will be waived. Maximum Late Fees will still apply. If technology is damaged or inoperable at its return, the Lost Item Processing Fee, Replacement Fee, and Maximum Late Fee will be assessed accordingly. Conversely, the individual will lose their privilege to borrow technology from the EDGE Center. Failure to pay, communicate about payment, or missing tech will lead to a theft report filed with the UTA Police Department.

### Important Notes

- Technology/Equipment may be borrowed for one semester a time and cannot be renewed. Items must be returned to the EDGE Center during Winter & Summer breaks for assessment, maintenance, and safe-keeping.
- Individuals may only have one tech item of each type checked out at a time.
- Technology/Equipment are available on a first-come, first-serve basis.
- Technology/Equipment may not be reserved in advance.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**MAV ID #:** \_\_\_\_\_

**Device Tag #:** \_\_\_\_\_

**Checkout Date:** \_\_\_\_\_

For questions or concerns, please email us at [EDGECenter@uta.edu](mailto:EDGECenter@uta.edu) or contact Alex Ruiz, EDGE Center Coordinator, at [alex.ruiz2@uta.edu](mailto:alex.ruiz2@uta.edu).