

## **REGULATION OF THE EXTERNAL USE SERVICE OF LAPTOP LOAN**

Whenever I borrow a laptop from the Geosciences Library I agree to the norms established in the regulation of the service of laptop loan.

1. The laptop and its accessories (power cord, mouse, and bag) must be picked up and given back to the library circulation desk.
2. The loan lasts for 15 days, and it is possible to renew the loan period up to 5 times, however, only if there are no other loan requests from other users.
3. You are responsible for the laptop for the entire length of the loan. You must not damage the laptop or allow anyone else to damage or misuse it.
4. If or when the library staff requires you to return the laptop, you must take it back on the requested date.
5. When you return the laptop, a member of the staff will check, in your presence, the functioning of the laptop as well as all the items given with it.
6. The hardware and the software installed on the laptop must not be tampered with.
7. If you notice some problems or defects in the hardware or the software installed on the computer, you must not try to repair the damage, but you must take it back to the library and explain to the staff what you have detected.
8. You can be suspended from the loan service if, during your loan period, the laptop has been damaged, lost or stolen.
9. You must reimburse the library for any expense in case of damage, loss or theft of the laptop that you borrowed. The cost for a laptop lost or stolen is 500 euros.
10. When the computer is switched off or restarted, your data will be erased from the hardware. It is recommended that you save your data on a personal memory device.
11. You must respect the laws and the regulations on privacy and information safety and use all electronic resources in an ethical and correct way.

After reading the regulation of the laptop loan I declare – by signing the present form – that I agree to all the items of the regulation. Thereby, I request to be allowed the service of laptop loan.

NAME AND LAST NAME (IN CAPITAL LETTERS) \_\_\_\_\_

UNIVERSITY IDENTIFICATION NUMBER \_\_\_\_\_

TAX CODE \_\_\_\_\_

### **PRIVACY POLICY STATEMENT AND DISCLAIMER**

We want to inform you that D.lgs.n.196 issued June 30<sup>th</sup>, 2003 (Codice in materia di protezione dei dati personali) establishes the protection of people and other subjects in regard to personal data.

According to the Italian law, your personal data will be processed in compliance of safety, loyalty, transparency and protection of your privacy and your rights.

We inform you that the personal data you have submitted will be processed to allow you to access the laptops loan service.

Your personal data will be processed in an automated way.

Provision of your data is mandatory to access the laptops loan service. If you refuse to supply your data, you will be denied the loan service.

We will not share your personal data with third parties for commercial purposes.

Your personal information may be passed on to other subjects only according to privacy policy laws.

We are committed to complying with all applicable privacy laws and regulations. To the extent we receive personal information from a resident of the European Union, we will comply with the requirements of the General Data Protection Regulation (GDPR)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_