

**NOTEBOOK AND TABLET CHECK-OUT (only from 9am – 4pm, also return)**

Notebook/tablet no. \_\_\_\_\_

Last name, first name: \_\_\_\_\_

Library card number: \_\_\_\_\_

The University of Konstanz’s Communications, Information, Media Centre (KIM) lends out notebooks and tablets. You can check out the devices at the KIM-Support-Desk and borrow them for up to one week. They remain the property of the university.

One device, case and power cord can be checked out per person.  
The following individuals may borrow a notebook or tablet:

- University of Konstanz students
- University of Konstanz employees
- External library card holders who can provide proof of residence in Germany.

Please take good care of the device and keep it under your supervision at all times! Please inform KIM-staff immediately, if the device breaks, is damaged or gets lost.

Use of the devices falls under the German laws protecting minors; accessing websites with pornographic, violent or anti-constitutional content is expressly forbidden.

Copyright law also applies and is to be followed. The University of Konstanz is not responsible for lost personal data. Please delete personal data before returning the device. The University of Konstanz is not responsible for any misuse of personal data that was not deleted.

Please return the device on time. At check-in, the library will make sure you return all the items you checked-out. The device will then be reconfigured and checked for defects. The borrower is liable for any culpable damages caused to the device or its loss (damage caused by negligence, recklessness etc). Disregarding these provisions can lead to a loss of borrowing privileges for these devices.

I have read and agree to these conditions.

\_\_\_\_\_ (date, borrower’s signature)

The following were free of defect at the time they were borrowed:

notebook/tablet	<input type="checkbox"/>
case	<input type="checkbox"/>
power cord	<input type="checkbox"/>

The following were returned:

notebook/tablet	<input type="checkbox"/>
case	<input type="checkbox"/>
power cord	<input type="checkbox"/>

Handed out by:

Checked in by:

Konstanz,