

AUC BYOD (Bring Your Own Device) Borrowing Declaration Form

1. I, the Undersigned, have fully read the AUC BYOD Borrowing Policy (during COVID) and I unconditionally agree to abide by it. I also declare that I hold the laptop in trust.

2. I understand that it is my responsibility to backup my data before returning the laptop as data and additional software will be wiped upon return.

3. I agree to report immediately the theft, loss or any breakdown of the borrowed laptop / peripherals to the Library One Stop Services.

4. I understand that I may be held responsible for any damage caused to the laptop and/or peripherals.

5. I understand that I have to return the laptop upon an audit inspection requirement; otherwise, I will be charged the applicable governmental fees.

6. I understand that my right to use the laptop may be revoked if I do not comply with the policies governing its use.

7. Fines and Charges:

7.1 I agree that Library One Stop Services may impose fines, damages or any other costs resulting from my failure to comply with the terms of this Form or AUC BYOD Borrowing Policy.

7.2 The charges and fines, which may be imposed, shall be as follows:

7.2.1 EGP 500 per day, in case I failed to bring back the laptop on time to the Library One Stop Services with a maximum of EGP 5,000. The library will consider the laptop lost if not returned after 10 working days of its due date.

7.2.2 Damages will be based on actual repair costs plus a service charge of EGP 500, in case of the breakdown of the laptop or its peripherals.

7.2.3 The replacement cost shall be equal to the market price of the borrowed laptop and/or peripheral plus a service charge of EGP 500, in case the borrowed laptop and/or its peripherals being irreparable, stolen or lost.

Laptop: _____

Laptop Serial #: _____ FA No: _____

Accessories: _____

AUC ID #: _____ Telephone/Mobile#: _____

Name: _____ Date: _____

Signature: _____ E-Mail: _____