Application for using a drawer in the laptop's cabinet

Name: ____________________________ ( Last ) ____________________________ ( First ) ____________________________ ( Middle )

E-mail address: ____________________________ Tel: ____________________________

Faculty: ____________________________ Major: ____________________________ ID.No: ____________________________

Conditions

1. Letter from thesis advisor stating that the student is in actual preparation of the thesis

2. You agree to the following:
   a. The drawer cannot be used for storing items other than the laptop.
   b. The drawer's key cannot be lent or copied made of it
   c. The library is not responsible for the laptop in the drawer.
   d. The loss of the laptop is your sole responsibility.
   e. An amount of 50,000 LBP is to be paid as a deposit, fully refundable after returning the key with your original receipt
      (No refund will be made if the original receipt is not available)
   f. In case of key loss, a fee of 10,000 is to be paid.
      (The University Libraries reserve the right to withdraw privileges without notice).

Signature: ____________________________ Date: ____________________________

FOR LIBRARY USE ONLY

Approved by: ____________________________ Date: ____________________________ Drawer no: ____________________________

Letter from Professor: ____________________________ Payment Date: ____________________________

Refund Date: ____________________________ Refund Payment Voucher no: ____________________________