AMERICAN UNIVERSITY OF BEIRUT
UNIVERSITY LIBRARIES

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: _____