

OFFICE USE ONLY: Form added into Alma:  ID Produced:  SCC:  SFCC:  Student Under 18:

## LIBRARY LAPTOP LOAN AGREEMENT

Laptop State Tag #: \_\_\_\_\_ Quarter/Year \_\_\_\_\_

**Please read thoroughly:** The Technology Checkout Center has a limited number of laptops which can be checked out for the quarter. Laptops are available for currently enrolled CCS students only. In exchange for the use of the equipment listed above, I agree to the following terms and conditions:

- Students **must present their current Spokane Colleges student ID card** to check out any materials or technology.
- Laptops will be checked out for the quarter.
- Laptops will be inspected for physical damage and missing accessories. When ready, return this laptop directly to the Technology Checkout Center.

**Do not place in book drop or leave on the counter and never leave equipment unattended!**

**Please initial where indicated below:**

\_\_\_\_\_ By signing this form, the borrower **assumes full responsibility and financial liability** for any laptop, and accessories issued through this service from the time they are borrowed until they are returned in good order to the library technology checkout center staff.

*Initial*

\_\_\_\_\_ Borrower understands that failure to return equipment will result in a **replacement charge, up to \$1,905.00 for laptops**, and missing accessories will result in a replacement charge of the actual cost. Damaged item fines are based on the cost of repair and determined by the CCS IT Department. Non-payment of fines may result in borrowers' inability to register for future classes at CCS or collections agency involvement

*Initial*

► **Dell, and Mac laptop prices range from \$710.00 to \$1,905.00**

\_\_\_\_\_ Borrower understands that failure to return an item may violate WAC 132Q-10, CCS Standards of Conduct for Students. Theft of the loaned property may be a misdemeanor or felony depending on the dollar amount. **See RCW 9A.56.096.**

*Initial*

*Failure to comply with any of these rules & guidelines can result in the loss of library and technology borrowing privileges as well as subsequent blocks on the student's record. (Owing more than \$10.00 will block student from checking items out from the library.)*

**By signing below, I agree to the above terms and conditions in exchange for the use of the equipment, confirm that I understand the due date, and confirm that my information below is correct.**

Borrower's Name (Print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Borrower's Signature \_\_\_\_\_

Email Address \_\_\_\_\_ Student I.D. (###-###-###) \_\_\_\_\_

**NEVER LEAVE EQUIPMENT YOU'VE CHECKED OUT UNATTENDED.  
YOU ARE FINANCIALLY RESPONSIBLE FOR THE ITEM(S) BORROWED.**

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**LIBRARY HOTSPOT LOAN AGREEMENT**

Hotspot #: \_\_\_\_\_ Quarter/Year \_\_\_\_\_

**Please read thoroughly:** All equipment is checked out on a first come, first serve basis. Equipment available are for currently enrolled SFCC students ONLY. **Students must present their Spokane Colleges student ID card in order to check any materials or technology out.** Hotspots can be checked out for the quarter.

- Hotspots will be inspected for physical damage and missing accessories.
- Return all equipment directly to a library staff member at the Technology Checkout Center.
- Never leave returned equipment on counter and walk away.
- Do not place equipment returns in the book drop.

**In exchange for the use of the equipment listed above, I agree to the following terms and conditions:**

Please initial where indicated below:

\_\_\_\_\_ By signing this form, the borrower **assumes full responsibility and financial liability** for a hotspot, and accessories issued through this service from the time they are borrowed until they are returned in good order to the library technology checkout center staff.  
Initial

\_\_\_\_\_ Borrower understands that failure to return equipment will result in a **replacement charge, up to \$120 for Hotspot**, and missing accessories will result in a replacement charge of the actual cost. Non-payment of fines may result in borrowers' inability to register for future classes at CCS or collections agency involvement  
Initial

► Hotspot: **\$120.00**

\_\_\_\_\_ Borrower understands that failure to return an item may violate WAC 132Q-10, CCS Standards of Conduct for Students. Theft of the loaned property may be a misdemeanor or felony depending on the dollar amount. **See RCW 9A.56.096.**  
Initial

*Failure to comply with any of these rules & guidelines can result in the loss of library and technology borrowing privileges as well as subsequent blocks on the student's record. (Owing more than \$10.00 will block student from checking items out from the library.)*

**\*ADDENDUM for MINORS:**

**Spokane Colleges Technology Equipment Loan Agreement**

I am the parent/guardian of \_\_\_\_\_ (a minor) on the effective date of this agreement. By signing this agreement, I acknowledge that I am responsible for the terms and conditions of this Agreement including all the financial obligations and payment terms. I further acknowledge that any amount due resulting from this agreement is my financial obligation and agree to pay the amount due and understand that a past due will be processed in accordance with Spokane Colleges collection procedures.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Phone # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_