

LIBRARY LAPTOP LOAN AGREEMENT

Please read thoroughly: The library has a limited number of laptops which circulate for 24 hours. Laptops are available for *currently enrolled* CCS students. In exchange for the use of the equipment listed above, I agree to the following terms and conditions:

- **Students must present their CCS student ID card in order to check any materials or technology out.**
- Laptops will be checked out for 24 hours and may not be renewed.
- Laptops will be inspected for physical damage and missing accessories. Return this laptop directly to a library staff member at the Circulation desk.

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

Please initial where indicated below

Initial By signing this form, the borrower assumes full responsibility and financial liability for any laptop computer and accessories issued through this service from the time they are borrowed until returned in good order.

Initial Borrower agrees to pay the library for any damages to the laptop computer or accessories borrowed, and failure to return a laptop will result in a replacement charge of up to the amount noted below:

Dell laptops: \$1,350.00 Lenovo laptops: \$725.00 MacBook Pro laptops: \$2,867.00

Missing accessories will result in a replacement charge of the actual cost and that the Library may use appropriate means to collect the amount

Initial **Late returns will be fined \$75 per day or \$10 per hour.**

Initial Borrower understands that ***failure to return an item is considered theft of college property***, which is a violation of the standards of student conduct WAC 132Q-10-216, and that theft of loan property is a misdemeanor or felony according to dollar amount.

Failure to comply with any of these rules and guidelines can result in the loss of library borrowing privileges and subsequent blocks on student record.

By signing below, in exchange for the use of the equipment here listed, I agree to the above terms and conditions.

Borrower's Name (Print) _____ Date of Birth _____

Borrower's Signature _____

Email Address _____ Student I.D. (###-###-###) _____

Please remember:

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



Spokane Falls Community College LIBRARY EQUIPMENT LOAN AGREEMENT Hotspots, GoPro Hero4s, Projectors

Staff Initials _____

Date _____

LIBRARY EQUIPMENT LOAN AGREEMENT

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 CCS student ID card in order to check any materials or technology out.** Equipment can be checked out for a maximum of 24 hours with no renewal.

- Equipment will be inspected for physical damage and missing accessories.
- Return all equipment directly to a library staff member at the Circulation desk.
- DO NOT PLACE RETURNING EQUIPMENT LEAVE 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

Initial By signing this form, the borrower assumes full responsibility and financial liability for equipment and accessories issued through this service for the time they are borrowed until they are returned in good order.

Initial Borrower agrees to pay SFCC Library any damage to the equipment or accessories borrowed, and failure to return will result in the following charges:

Hotspot: \$120.00 **GoPro Hero4: \$440.00** **Projectors: \$400.00**
Missing accessories will result in a replacement charge of the actual cost and that the Library may use appropriate means to collect the amount

Initial **Late returns will be fined \$10 per HOUR**

Borrowers agree to conform to the policies and procedures involving the use of library equipment. Failure to comply with any of these rules and guidelines can result in the loss of library borrowing privileges and subsequent blocks on the student's record.

ADDENDUM: Community Colleges of Spokane Library Equipment Loan Agreement For Minors

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 understand that a past due amount will be processed in accordance with CCS collection procedures.

Signed _____

Print Name _____

Address _____

Date _____