



LIBRARY EQUIPMENT LOAN AGREEMENT

Date _____

LIBRARY EQUIPMENT

The library has a limited number of laptops which circulate for 24 hours. You may request a carrying case upon checkout (SFCC only).

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:

Patrons must present current CCS identification card.

Laptops will be checked out for 24 hours and may not be renewed.

Laptops will be inspected for physical damage and missing accessories at the time of return. Return this laptop directly to a library staff member at the Circulation desk for inspection.

**DO NOT PLACE LAPTOP IN BOOK DROP OR LEAVE ON THE COUNTER.
PLEASE INITIAL WHERE INDICATED**

- Initial 1. **Late returns will be fined \$75 per day or \$10 per hour.**
- Initial 2. 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 3. 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 \$1,350 for Dell laptops and up to \$2,867 for the MacBook Pro laptops. Missing accessories will result in a replacement charge of the actual cost and the Library may use any appropriate means to collect the amount.
- Initial 4. 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.

**DO NOT LEAVE EQUIPMENT UNATTENDED.
YOU ARE FINANCIALLY RESPONSIBLE FOR THE ITEM(S) BORROWED.**

By signing below, I agree to the above terms and conditions for the equipment I am borrowing.

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

Borrower's Signature _____

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

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

Date _____

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 _____