

This form is provided for your reference. The library will provide a copy for you to complete upon checkout of a laptop or hotspot.

**Spokane Community College Library
Equipment Loan Agreement**

Laptop/Hotspot Barcode or State Tag #:
Laptop/Hotspot Serial #:

The library has a limited number of laptops and hotspots to be distributed within the current quarter.

Laptops and hotspots are available for **currently enrolled SCC** students. In exchange for the use of the equipment, I agree to the following terms and conditions:

Prior to check out, borrowers **must present SCC identification card or another photo ID.**

Laptops and hotspots may be checked out for a 24-hour period. A two hour waiting period is enforced between check out periods.

Upon return, the item(s) will be inspected for damage and missing accessories. Should the college determine that the item(s) sustained any damage, a replacement fine will be issued within five days. Borrower will be notified by email, using the email address on file. The item shall be deemed "lost" 48 hours after its due date and a lost item replacement fine will be issued.

Document any existing damage to item(s) here:

Do NOT leave item(s) unattended on the counter.

Equipment must be returned directly to a library staff member. Borrower will be responsible for any lost items if borrower left items unattended.

Borrower agrees to pay the cost of damages, up to replacement costs listed below, to the College for any damages to the laptop, hotspot, or accessories borrowed. Damaged item fines are based on the cost of repair and determined by the CCS IT Department. Failure to return equipment will result in a **replacement charge, up to \$1,000 for laptops and up to \$120 for hotspots.** 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.

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.**

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

Failure to comply with any of these rules and guidelines may result in a fine as well as the loss of library borrowing privileges and an inability to register for future classes.

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

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

Phone _____ Student I.D. _____

Email Address _____

Loan Date: _____ Due Date: _____

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, confirm that my contact information is correct, and verify that the item information above matches the item loaned to me.

Borrower's Signature _____ Date _____

Staff Use Only

Staff initials: _____ Name (Last, First): _____
Date: _____ SID: _____
Return Date: _____

Fines Applied

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 this agreement's terms and conditions, including all the financial obligations and payment terms. I further acknowledge that any amount due resulting from this agreement is my financial obligation.

Parent/Guardian Signature _____ Print Name _____

Address _____ Phone # _____