



Community Colleges  
of Spokane

# Spokane Falls Community College LIBRARY EQUIPMENT LOAN AGREEMENT

Staff Initials \_\_\_\_\_

Date \_\_\_\_\_

Please indicate/circle:  
SFCC or SCC student?

## LAPTOP LOAN AGREEMENT

Form added into Alma? Check Box:

ID Produced? Check Box:

**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** to check out any materials or technology.
- 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 up to the amount noted below:

**→ Dell, Lenovo and Mac laptops prices range from \$710.00 to \$2,867.00**

**PLEASE NOTE:** Missing accessories will result in a replacement charge of the actual cost, and 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 borrowed 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 a student's 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. (###-###-####) \_\_\_\_\_

**If you are UNDER 18:**

**We'll need your parent/guardian signature under the \*ADDENDUM section on the back of this agreement form.**

See back of form →

**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 \_\_\_\_\_

Please indicate/circle:  
**SFCC or SCC student?**

**EQUIPMENT LOAN AGREEMENT**

Form added into Alma? Check Box:  ID Produced? Check Box:

*Please read thoroughly:* All equipment is checked out on a first come, first serve basis. Equipment is for currently enrolled SFCC students ONLY. **Students must present their CCS student ID card to check out any materials or technology.** 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.
- 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:*

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 for 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    Projector: \$410.00 - \$849.67**

PLEASE NOTE: Missing accessories will result in a replacement charge of the actual cost, and 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 & procedures involving the use of library equipment. Failure to comply with any of these rules & guidelines can result in the loss of library borrowing privileges & subsequent blocks on the student's record.*

**\*ADDENDUM for MINORS:**  
**Community Colleges of Spokane Library 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 understand that a past due amount will be processed in accordance with CCS collection procedures.

Signed \_\_\_\_\_

Phone # \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_