



LIBRARY LAPTOP POLICY

*****EQUIPMENT CHECKOUT MAY BE DENIED TO THOSE WHO ABUSE EQUIPMENT, REPEATEDLY RETURN EQUIPMENT LATE OR VIOLATE CLARK COLLEGE POLICIES*****

- The borrower will reimburse Clark College Library for the reasonable cost of repairs, parts and replacement arising because of damage or loss of equipment occurring while it is checked out to the borrower (**full replacement = \$1600**). The equipment shall be returned to the Library Check Out Desk by the end of the loan period and in as good condition as when received except for normal wear and tear. Laptops and equipment should be immediately returned to the circulation desk if any problems occur. **Never leave a laptop unattended.**
- Laptops are checked out for **3 hours**. Overdue charges accrue at **\$5.00 per hour to a maximum of \$50**. An additional, non-refundable processing **\$100 fee** will be assessed when laptops are returned more than 8 hours late.
- Currently enrolled Clark College students with established logon privileges may borrow one laptop at a time from the Check Out Desk to use within the library building. Laptops cannot be renewed. No laptops will be checked out 30 minutes prior to closing. There is no overnight lending, and laptops may not be reserved in advance.
- All laptops must be returned to the circulation desk 15 minutes prior to closing time to ensure adequate time to check equipment and accessories. Student must remain at the circulation desk while laptop is inspected. Please leave laptop on when returning.
- All files should be saved to a disk or flash drive. Any documents saved to the laptop will be deleted when the laptop is turned off. Clark College is not responsible for damage to any removable disk or loss of data that may occur due to malfunctioning hardware or software. Printing from the wireless network is not available.
- The borrower understands that the equipment cannot be used in violation of the law or of Clark College policies. Equipment is intended for academic purposes. Downloading or installing programs is not allowed.

*****LAPTOP POLICIES ARE SUBJECT TO CHANGE. FOR RECENT CHANGES ASK CIRCULATION DESK STAFF*****

I have read this entire document, and my signature below indicates my agreement with the above statements including that the replacement cost for the laptop will be no less than \$1,600.

Last Name: _____
(PRINT)

First Name: _____
(PRINT)

Clark College ID Number: _____

Staff Signature: _____

X _____ Date: ___/___/___
(SIGNATURE)