

## USE AGREEMENT

**Equipment checkout may be denied to people who abuse equipment, repeatedly return equipment late or violate Clark College policies.**

- If laptop is damaged beyond repair or lost while in the borrower's possession the borrower will reimburse Clark College Library in an amount equal to the replacement cost of the equipment (\$1,600).
- 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.
- 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 or repair costs will be assessed if any parts or peripherals are lost, stolen or damaged.
- The equipment shall be returned to the Library Check Out Desk on time and in as good condition as when received except for normal wear and tear. Clark College is not responsible for damage to any removable disk or loss of data that may occur due to malfunctioning hardware or software.
- 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.



**For more help, visit the Clark College Computing Resources  
Wireless Network Access Q & A**

[http://www.clark.edu/student\\_services/computing\\_resources/wireless.php](http://www.clark.edu/student_services/computing_resources/wireless.php)



**Non-Discrimination Notice: Clark College does not discriminate on the basis of race, color, nation origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities.**



## LIBRARY LAPTOP POLICY

**Laptop policies are subject to change . For recent changes check the Cannell Library Website or ask CHECK OUT Desk staff.**

### RESPONSIBILITIES

- Students are responsible for the laptops and accessories while checked out. Charges will be assessed for all lost, stolen or damaged equipment, parts, or peripherals.
- Laptops and equipment should be returned to the circulation desk immediately if any problems occur. **Never leave laptop unattended.**
- Downloading or installing of programs is not allowed. 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. The Library is not responsible for any files stored on the hard drives. Printing from the wireless network is not available.

### BORROWING

- Currently enrolled Clark College students with established network logon privileges may borrow one laptop at a time from the Check Out Desk to use within the library building.
- Laptops may not be reserved in advance.
- Laptops will be checked out for **Library use only** for **two hours** and can not be renewed. No laptops will be checked out 30 minutes prior to closing. There is no overnight lending.

### RETURNING

- Laptops must be returned to and checked in at the Check Out Desk by the end of the loan period or before. Laptops must not be left on tables, counters or put in library return boxes.
- All laptops must be returned to the circulation desk 30 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.

(October 2007)