

SAN JOSE CITY COLLEGE LIBRARY LAPTOP COMPUTER CHECKOUT AND USE POLICY FOR STAFF MEMBERS

Requirement for Borrowing Laptop Computers

- Current employment at SJCC or EVC

Borrowing Procedures:

- Present a valid SJCC or EVC Employee ID Card OR a current driver's license, California or government ID, or passport at the Circulation Counter.
- Sign the *"San Jose City College Library Laptop Computer Loan Agreement."*

Laptop computers are available:

- On a first come - first served basis; they cannot be reserved.
- For any period of time not to exceed the end of the current semester.
- Laptops can be borrowed no later than 1 hour before closing.

Operating Instructions and Return Procedures:

- Printing from laptops is not possible.
- As a courtesy to other borrowers and to safeguard your privacy, please remove all personal files or computer applications.
- Return the laptop directly to a Circulation staff member for inspection and check-in. Do not return it in the book drop or at the Reference Desk.
- Return the laptop no later than ½ hour before library closing.
- Retain the "proof of return" receipt that you will be issued. Receipts are required to prove that the laptop was returned.

Replacement and Liability of Laptop Computers

You will be billed if the computer, its parts or accessories, are lost, stolen, or damaged while in your possession.

Laptop computers not returned by the end of the current semester are considered lost; a replacement fee of \$1,650 (for hardware and software) will be charged.

SAN JOSE CITY COLLEGE LIBRARY

LAPTOP COMPUTER LOAN AGREEMENT

- I understand that if the laptop computer, its parts and/or accessories are lost, stolen, or damaged while checked out to me, I will pay all costs associated with repair or replacement.
- I have witnessed the physical inspection of the laptop computer and accessories and confirm that all parts are present and functioning.
- I have read and understand the *“San Jose City College Library Laptop Computer Checkout and Use Policy for Staff members.”* I agree to abide by these rules and procedures.

Borrower Name (print name) and ID #

Borrower Signature
