

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

Requirement for Borrowing Laptop Computers

- Currently enrolled at SJCC or EVC
- 18 years of age
- Have no library holds against the student record

Borrowing Procedures:

- Present a valid SJCC or EVC student ID Card
- Present a driver's license, a California identity card, or government ID
- Check out a Group Study Room, (two or more students must be present)
- Sign the "*San Jose City College Library Laptop Computer Loan Agreement.*"

Laptop computers are available:

- On a first come - first served basis and cannot be reserved
- For use in Group Study Rooms only, (one laptop per room)
- For two-hour check-out; can be renewed if there is not a waiting list for the Group Study Rooms
- Laptops can be borrowed no later than **1** hour before closing.

Operating Instructions and Return Procedures:

- Printing from laptops is not possible. Save all work to a portable storage device, or send to your e-mail.
- When the laptop is shut down, any work will be erased. Save all work to a portable storage device, or send to your e-mail.
- Return the laptop directly to a Circulation Staff member for inspection. 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 after the two-hour time period are considered lost; a replacement fee of \$1,650 (for hardware and software) will be charged.

Never leave a laptop computer unattended!

You are responsible for the computer and accessories until they are returned to and checked in by Circulation staff.

Do not remove the laptop from the library!

They are for use only in the Group Study Rooms. Removal from the building can be grounds for criminal action.

Overdue fines for laptop computers are \$5.00 per hour.

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."* I agree to abide by these rules and procedures.

Borrower Name (print name) and ID #

Borrower Signature
