

## Laptop Computer Checkout and Use

### Requirements for Borrowing Laptops

#### The Student must:

- be currently registered at SJCC or EVC
- be 18 years of age, or have parental permission on file at the Circulation Counter
- have no “blocks” on student record
- present an SJCC or EVC Student ID Card
- present a **current** Driver’s License, Government ID, or Passport
- sign an **SJCC Library Laptop Computer Loan Agreement**
- check-out a group study room
- be knowledgeable in the operation of laptop computers; staff do not offer assistance

### Availability & Time Limits

#### Laptop computers are available:

- on a first come - first served basis; they cannot be reserved
- for use in Group Study Rooms only (**one** laptop allowed per room)
- for a two-hour check-out period; renewal at discretion of Circulation Staff
- for check-out until one hour before closing. Laptops must be returned no later than  $\frac{1}{2}$  hour before closing.

#### Borrowing Procedures:

- Present a valid SJCC or EVC Student ID Card and a current Driver’s License, Government ID, or Passport.
- Check out a Group Study Room, (two or more students **must** be present).
- Sign the **SJCC Library Laptop Computer Loan Agreement**.
- Laptops are checked out until one hour before library closing.

#### Return Procedures:

- Return the laptop no later than  $\frac{1}{2}$  hour before library closing
- Before turning off the computer, or closing the lid, save your work on a portable storage device, or e-mail it to yourself. Printing from laptops is not possible.
- Remove any personal files or software from the laptop; all user files will be deleted from the hard drive after return.
- Return the laptop directly to a Circulation Staff member for inspection and check-in.
- **NEVER** return a laptop in the book drop, at the Reference Desk, or on the Circulation Counter.
- Retain the “proof of return” receipt that you are issued. **Receipts are required for your protection**; they prove that you returned the laptop.

## Laptop Computer Checkout and Use Policy (continued)

### Fines, Replacement and Liability of Laptop Computers

*Please note that fines and associated replacement costs of laptop computers are high due to cost and high demand. The policies of SJCC Library are consistent with the policies of other academic libraries.*

- ***Never leave a laptop unattended!*** You are responsible for the laptop and accessories until they are returned to and checked in by Circulation staff. You will be billed if the computer is lost, stolen, or damaged.
- You will be billed for any damaged or missing external components or accessories, such as batteries, power cord, mouse, carrying case, etc.
- Overdue fines are **\$5.00** per hour for the laptop and **\$1.50** per hour for each component.
- Damages will be assessed and you will be charged for the cost of repairs.
- Replacement costs include:
  - minimum \$1200.00 charge for the laptop
  - cost of individual accessories borrowed
  - overdue fines
  - processing charge of **\$130.00**

Your respect for the equipment and the rights of other patrons is appreciated.

## SAN JOSE CITY COLLEGE LIBRARY LAPTOP COMPUTER LOAN AGREEMENT

- If the laptop is lost, stolen, or damaged while it is checked out to me, I agree to pay all costs as outlined in, “Fines, Replacement, and Liability”.
- I have witnessed the physical inspection of the laptop computer and its accessories to assure that all parts are present and functioning.
- I have read and understand the “SJCC Library Laptop Checkout and Use Policy”; I agree to abide by these rules and procedures.
- I understand that non-return of the laptop by the end of the day it was checked out shall result in legal action.
- I understand that the laptop is for library use only; **removal from the premises is strictly forbidden.**

\_\_\_\_\_  
Student’s Name (printed)

\_\_\_\_\_  
Student’s ID number

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

**STUDENTS UNDER 18** need Parental/Legal Guardian permission granted by completing the following.

I accept full responsibility and liability for the laptop computer checked out by the above named student.

PARENT/LEGAL GUARDIAN: PRINT NAME

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_