Evergreen Valley College Library
Laptop Checkout and Use Policy

Qualifications for Borrowing Laptops

- You must be a currently registered EVC or SJCC student
- You must obtain an EVC or SJCC student ID card
- You must sign an Evergreen Valley College Library Laptop Computer Checkout Agreement to be kept on file in the Library. All terms of the agreement are in force for every checkout.

Availability & Time Limits

- Laptops are available on a first come, first served basis. Laptops cannot be reserved ahead of time.
- If you have a Library fine, you will not be able to check out a Laptop until the fine is cleared.
- Checkout is for 2 hours for use within the Library.
- Laptops must be returned to and checked-in by Library Circulation staff; never return a Laptop in a Book Drop.
- Checkout is limited to one (1) Laptop per student at a time.
- Laptops must be returned to the Circulation Desk one hour before the Library closes.
- Library staff is not responsible for instruction in the use of Laptops. It is assumed that if you check out a Laptop you can operate it without help.
- Personal software may not be loaded onto the Laptop. All user files will be deleted from the hard drive.
Fines & Liability

- You are responsible for the Laptop and its accessories until it is returned to and checked in by Library Circulation staff.
- Overdue fines are $5.00 per hour.
- You will be billed for any missing internal software or external components or accessories.
- You will be charged if you tamper with security seals on the Laptop.
- Damaged components will incur the cost of replacement parts plus labor costs.
- **Replacement cost of a lost or stolen Laptop computer will be**
  - No less than **$1200.00**
  - Plus accessories, if any
  - Plus the accrued overdue fine
  - And **$130.00** processing charge
- **Check out of Laptops implies agreement with the following statement:**
  “I agree to pay all costs associated with damage to this Laptop computer or its associated peripheral equipment or its replacement costs should it be lost or stolen. I understand that the replacement cost for this Laptop computer will be no less than **$1200.00** and **accessories if any**, plus the accrued overdue fine and a **$130.00** processing charge.”