

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.”