

EQUIPMENT CHECKOUT & USE POLICY

The term “Equipment” in this policy refers to library-owned devices which include, but are not limited to, laptops, tablets, graphing calculators, webcams and related accessories.

LIABILITY

By borrowing EVC Library’s Equipment, you agree to accept responsibility for fines or fees incurred in the event of overdue, lost, or damaged Equipment. Refer to the [fines and fees](#) policy page for more information on fines & fees. If you cannot agree to the terms of the Equipment Checkout & Use Policy, return the Equipment to the EVC Library Circulation Desk immediately.

ELIGIBILITY FOR EQUIPMENT LOANS

- You must be currently enrolled at EVC.
- You must show your EVC Student ID card at the time of checkout.
- You must clear any fines/fees on your library record.

AVAILABILITY

- Equipment is available on a first come, first served basis.
- Equipment cannot be reserved ahead of time.

LOAN PERIODS & RULES

- Loan periods will vary for different Equipment. Ask Library Staff what loan period options are available, for example, 2 hours (in-library use only), 1 week, or 1 semester.
- Multiple checkouts of the same type of Equipment to one person are not permitted.
- Equipment must be returned directly to Library Circulation Staff. **Never return Equipment in a Book Drop.**
- All accessories must be returned with the Equipment.
- Allow time to witness Staff inspecting the Equipment. If the Equipment has insufficient battery, Staff will have to charge the device and test at a later time. You will be notified if Staff encounter any problems.
- No renewals are allowed for semester checkouts.

CARE & MAINTENANCE

- For laptop problems only, call ITSS (Information Technology Services & Support) at (408) 270-6411 or visit the Help Desk Portal at <https://services.sjeccd.edu/tdclient/home>. Help Desk hours are posted here at <https://www.sjeccd.edu/district-services/ITSS/itss-help-desk>.
- Personal software may not be loaded onto laptops. All user files will be deleted from the hard drive.
- Library staff is not responsible for instruction in the use of Equipment. It is assumed that if you check out any Equipment, you can operate it without help.

FINES/FEES

- Refer to the [fines and fees](#) policy page for information regarding overdue fine rates.
- Replacement costs vary for different Equipment and are calculated based on the current market value of the equipment, plus a \$5.00 non-refundable processing fee.
- Replacement equipment will not be accepted in lieu of replacement fees.