SWOCC Library Laptop Loan Agreement

Basic Information

- Laptops are for currently enrolled student check out only.
- Students must have:
  - Coastline library card in good standing. If you need a card, an online application is available.
  - Proof of enrollment (such as a current class list).
- Checkout period may extend through the entire term, and laptops will be returned no later than the Friday of finals week.
- Students shall return laptops on time and in good condition. Failure to do so will result in:
  - The laptop will be locked, wiped, and/or reported stolen.
  - Holds on Coastline library account (preventing future library use).
  - Holds on SWOCC student account (preventing future registration and graduation).
  - Fees to repair or replace hardware.
- If you need assistance, please contact the SWOCC Library at 541-888-7270 or SWOCC ITS at 541-888-7999.
- Curry students interested in laptop checkout can contact SWOCC Library for special delivery arrangements.

Procedure

- The student will go to SWOCC Library to provide Coastline library card and current class schedule.
- Library staff and the student will sign this loan agreement form.
- Library staff will check out the laptop to the student's Coastline library account.
- The student will take this form to ITS to pick up the laptop.
- The student will return laptops to ITS no later than the Friday of finals week.
- ITS will contact the library to confirm the laptop was returned in good condition.
- The library will remove the laptop from the student's Coastline library account.

Acceptable Use Agreement

I, the student, agree that:
- I will not use this computer for illegal activities.
- I will not modify the hardware of this computer.
- I will not bypass the security on this system to gain unauthorized access.
- I will be held responsible for damage to this system while it is in my care.
- All data saved on the laptop will be deleted once it is returned to ITS.
- I understand the laptop location is tracked at all times.
- I read and understood the information presented in this loan agreement form.

	Print Name	Signature	Date
Student			
Library Staff			
ITS Staff			
Returned to ITS			

Staff Use Only

Laptop Name:	Lib. Barcode:
Asst. Tag:	Service Tag: