SWOCC Library VR Loan Agreement

Basic Information

- Device checkouts are only available for users currently enrolled in preapproved VR courses.
- Users must have:
  - Coastline library card in good standing. You can apply for a card at SWOCC library in-person or online.
  - Proof of enrollment (attend class on delivery day or provide a current class schedule).
- Checkout period may extend through the entire term. Devices must be returned by the Friday of finals week.
- Students shall return devices on time and in good condition. Failure to do so will result in:
  - The device being 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 SWOCC Library at 541-888-7270 or SWOCC ITS at 541-888-7999.
- Curry users interested in device checkout can contact SWOCC Library for special delivery arrangements.

Procedure

- The instructor will request approval for VR use from the Office of Instruction.
- The instructor will contact SWOCC Library and ITS to schedule a class visit to deliver devices.
- The instructor will direct students to apply for a Coastline library card prior to delivery to expedite process.
- On delivery day, students will complete this form and receive a device.
- After delivery, the library will complete the checkout process and provide copies of this form to IT and the instructor to distribute to students.
- The instructor will contact SWOCC Library and ITS to schedule a class visit to return devices.
- On return day, SWOCC Library and ITS will collect the devices. ITS will assess the device's condition. SWOCC Library will complete the check in process after ITS' approval.
- Students absent on delivery or return day can contact SWOCC Library for special delivery arrangements.

Acceptable Use Agreement

I, the user, agree that:
- I will not use this device for illegal activities.
- I will not modify the hardware of this device.
- I will not bypass the security on this device to gain unauthorized access.
- I will be held responsible for damage to this device while it is in my care.
- All data saved on the device will be deleted once it is returned to ITS.
- I understand the device 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

Device Name:	Lib. Barcode:	Asset Tag: