SWOCC Library Laptop Loan Agreement

General Information

- Laptop checkouts are for currently enrolled students only.
- Students must have:
    - Coastline library card in good standing. (An application is available on the SWOCC Library website.)
    - Proof of enrollment (such as a current class list).
- Laptops check out for the full term, and they must be returned in good condition by the end of finals week.
- Laptop checkout renewals for future terms cannot be guaranteed. Please inquire about our wait list.
- Failure to return a laptop in good condition will result in:
    - Ban from future technology checkout.
    - Locking, wiping, and/or reporting the laptop as stolen.
    - Holds on Coastline library account.
    - Holds on SWOCC student account.
    - Fees to repair or replace hardware and accessories.
- Please contact the library at library@socc.edu, 541-888-7270, or Tioga Hall 2 if you need to make special delivery or return arrangements. This also includes Curry students attending the Brookings campus.
- Please contact SWOCC ITS at 541-888-7999 or Randolph 7 for technical assistance.
- Students have access to OneDrive cloud storage and Microsoft Office 365. Please see the ITS website for more information.

Procedure

- Contact SWOCC library for laptop checkout and pickup.
- Sign in to the laptop with the credentials near the keyboard.
- Return laptops to the library by the last day of finals week or reach out to make special arrangements.

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 return the laptop on time, or I will contact the library to make special arrangements.
- 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 always tracked.
- I read and understood the information presented in this loan agreement form.

ID Number	Student Name	Signature	Today's Date

Checkout Details

Laptop Name:	Due Date: