

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 registration 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.

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	Print Name	Signature

Email	Phone	Wait list for next term? Y/N

Library Section

Call Number and/or Barcode	Today's Date	Due Date