

Santa Rosa Junior College Libraries/Student Equity

Long-term Laptop Loan Policy and Borrower Agreement

Dell Latitude E5450/E5470

Intel Core I5-5300U CPU @ 2.30 GHz • 8 GB ram • 120 GB storage
14" Display • NVIDIA GeForce 830M/ Intel HD Graphics 5500 • Webcam

Laptop Circulation Policy

- Laptops are available for check out by SRJC students who are currently enrolled and whose library accounts are in good standing.
- The borrower must have a current SRJC photo I.D. card, or a current government-issued photo I.D. card and an SRJC non-photo I.D.
- Laptops are available on a first-come, first-served basis.
- One laptop per person may be checked out at a time.
- A Laptop Loan Agreement must be signed by the borrower. A copy of the agreement will be given to the borrower and the original will be kept on file at the circulation desks of Doyle or Mahoney Libraries.
- The borrower is solely responsible for the laptop during the loan period including damages, loss or theft.
- Upon semester-end return, all documents left on the laptop will be deleted. The borrower's work should be saved to a personal storage device. The library is not responsible for lost work.
- Laptops must be returned to the circulation desk of the library from which it was borrowed.
- Overdue fines accrue at \$10.00 per day up to a maximum of \$50.00
- A replacement charge of up to \$2000.00 may be assessed for lost, stolen, permanently damaged or unreturned laptops. Under some circumstances, the borrower may appeal to the Student Equity office to negotiate these terms.



SRJC
LIBRARIES

STUDENT EQUITY



SANTA ROSA
JUNIOR COLLEGE

Library Laptop Borrowers Agreement

- I will not leave the laptop unattended for any reason.
- I will not tamper with the laptop hardware or software.
- I will report any malfunctions and, if necessary, return the laptop to the library for repair.
- I accept full responsibility for the laptop while it is in my possession.
- I will use the laptop for academic or research purposes only.
- I agree to release the District against any claim occurring during or resulting from my possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights or unlawful activities attributable to my use of the District Property.
- I understand that all contact from SRJC libraries will be via email and it is my responsibility to check my email for any library notices.
- I have read and will follow the library laptop loan policy.
- I agree that failure to comply with any of these rules could result in the loss of library borrowing privileges.

I have read and agree with all of the responsibility and liability statements.

Signature _____ Date ____ / ____ / ____

Print Name _____ Student ID# _____

Checkout Date: _____ Final/End of Semester Due Date: _____

Staff Signature _____

This agreement is valid for one semester.

Overdue Fines	\$10.00 per day/ \$50.00 maximum
Replacement Fee (assessed after 10 days of final due date)	\$2000.00