



Lorain County Community College Library Laptop Computer Borrowing Policy

Eligible Borrowers: Current LCCC students, staff, and faculty and University Partnership students, staff, and faculty.

Identification: Current LCCC Photo ID or University Partnership ID **and** current Driver's License or State of Ohio Identification Card or other photo ID.

Please read and initial each policy statement:

_____ Library laptop computers are the property of Lorain County Community College and are to be used only within the LCCC Library.

_____ Laptop computer borrowers are required to deposit their LCCC or UP ID card and Drivers' License at the LCCC Library Circulation Desk for the entire borrowing period.

_____ Laptop computer borrowers may not add, delete, or change any programs, applications, files, screen savers, or bookmarks residing on the borrowed computer.

_____ Library laptop computers are available on a first-come, first-served basis, and may be checked out for a maximum of 2 hours of in-library use. A laptop computer may be renewed for an additional 2 hours if others are not waiting for it. Laptop computers may not be reserved in advance.

_____ An overdue fee of \$2 per half hour per item (laptop computer or any peripheral) will be assessed if the checked-out item(s) is not returned before the end of the 2-hour borrowing period.

_____ Users will be responsible for the full replacement costs at the current market value if the laptop or any peripherals borrowed are lost or damaged. (\$1,252.00 or more) Users should immediately report any loss or damage of the laptop or peripherals to the LCCC Circulation Desk. An additional \$100.00 processing fee will apply. The Library laptop borrower may not leave the laptop unattended at any time.

This Laptop Computer Borrowing Policy expires one year from signing.

.....
I have read and I understand the Lorain County Community College Library Laptop Computer Borrowing Policy and I agree to abide by it in full.

Print name: _____

Signature: _____

Student Number: _____ Date: _____ Staff: _____

Scan Date: _____ Sierra Message: _____