



Library Agreement for Use of Laptop Computers

Laptop computers are for OC students in good standing (fines less than \$20.00 and fewer than 5 overdues). To borrow a laptop, users must have a signed agreement on file. Agreements are valid for a year from the date in which they are signed. Agreements will be reviewed, stamped, initialed by staff and noted on Patron account every September, January, May & July.

Laptops are due back at the loaning Library by closing time on the date that they are due.

- I (the borrower) agree:
1. to keep any borrowed laptop with me at all times. **I understand that I AM PERSONALLY RESPONSIBLE** if a laptop is lost, stolen, or damaged while it is signed out in my name;
 2. not to duplicate any software from any library laptop;
 3. to save my files on the College network, on a portable storage device, or by other means, and when the borrowed laptop is returned, all files will be erased;
 4. the Library is not responsible for any damage to my files or removable media caused by viruses that may exist on the laptop or be spread through the network;
 5. to notify Library staff immediately if borrowed equipment is not working properly;
 6. to return any borrowed laptop and all components to a Library Circulation Desk staff member at the campus from which it was borrowed on or before the due date and time. **THE FINE FOR LATE RETURN OF ANY LAPTOP IS \$1.00 PER HOUR.**
 7. **TO PAY THE REPLACEMENT COST FOR A LAPTOP AND ANY ATTENDANT FEES IF I FAIL TO RETURN THE LAPTOP.**
 8. **TO PAY REPAIR COSTS, PLUS ANY ATTENDANT FEES, IF I DAMAGE ANY LAPTOP.**

Signature	Date	Staff initials: _____
Print Name	Renewal Date	Patron initials: _____
Student ID	Renewal Date	Patron initials: _____
Email address	Renewal Date	Patron initials: _____
Address	Telephone and alternate number	

Adopted: Aug 31/06; Revised: May 14/07, Jan 21/10, Apr 14/10, Sep 11/13, Apr 27/17

The personal information requested from you by library staff is collected under the authority of the College and Institute Act, RSBC 1996, C.52. It is used by library staff for circulation records, statistical reports and planning purposes. Information may be transferred to the Student Services Department, the Finance Department, the Security Department and the Police.