



## Library Agreement for Use of Laptop Computers

**Laptop computers are for OC students only who are in good standing with fines and fees less than \$20 on their library account.**

**Borrowers must have a signed agreement on file.** Agreements are valid for one year from the date they are originally signed. Agreements will be reviewed, date stamped, initialed by patron, and noted on patron account every semester.

**Laptops are due 15 minutes before library closing on the date they are due.**  
**Laptops are to be returned to the library from which they were borrowed.**

<b>I (the borrower) agree:</b>	
1.	<b>to keep the laptop <u>WITH ME AT ALL TIMES</u>. I understand that I am personally responsible if the laptop I borrowed is lost, stolen, or damaged while it is signed out in my name;</b>
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. I understand that when the 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 the laptop is not working properly;
6.	to return the laptop and all components to a Library Circulation Desk staff member at the campus from which it was borrowed before library closing on the due date. <b>I AGREE TO PAY \$1 PER HOUR FOR LATE LAPTOP RETURN.</b>
7.	<b>TO PAY THE REPLACEMENT COST FOR A LAPTOP AND ANY ATTENDANT FEES, IF I FAIL TO RETURN THE LAPTOP.</b>
8.	<b>TO PAY REPAIR COSTS, PLUS ANY ATTENDANT FEES, IF I DAMAGE A LAPTOP.</b>

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: August 31, 2006 – Revised: May 14, 2007, Jan. 21, 2010, April 14, 2010, Sep. 11, 2013, Nov. 6, 2018

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.