

STUDENT ID # _____

PRINTED NAME _____, _____
Last First

Moraine Valley Community College
Laptop & iPad Loan Agreement Form for Fall 2023 Semester

Moraine Valley Community College Library
Laptop and iPad computer policy

Requirements

MVCC students must sign a Laptop & iPad Loan Agreement form and present a physical copy of their current, valid MVCC I.D. card to check out a Laptop or iPad and/or accessories and component parts. Students must be registered for the Fall 2023 semester to check-out items from the Library.

Library circulation staff, in the presence of the borrowing patron, will inspect all components and accessories when the laptop is borrowed and returned. Devices should never be left unattended or in the care of another person. Laptops and iPads checked out to students for three hours are for **on-campus use only**. You are responsible for any damage to or loss of the borrowed laptop or iPad, or any accessories (chargers, adapters, cables, cases).

Fees and Time Limits

The borrowing patron will be charged a fine up to **\$329.00** for damage to, loss of, or theft of an **iPad**. The patron will be charged between **\$750- \$1250.00** for damage to, loss of, or theft of a **laptop**. The patron will be charged for any damage to, loss of, or theft of any laptop or iPad or laptop accessories (carrying case, bags, instructions, and charging cables/adapters). Replacement or repair cost varies for each component and is solely determined by the Moraine Valley Community College IT department. No third-party repair services are permitted. Any lost or damaged parts to the laptop/iPad will be charged to the patron. Replacement or repair cost varies for each component part. Patrons will be blocked at registration and from borrowing from the Library until any fines are resolved.

Three-Hour Checkouts:

The check-out period is three hours, with one renewal permitted (maximum, six hours per day), per-patron, per-day if other devices are available. **The overdue fine for a laptop computer or iPad is \$3.00 per hour or a fraction of an hour.** If the due date/time for a laptop extends beyond the Library's hours of operation, the laptop must be returned to the Circulation desk at least 10 minutes before the Library's closing. Curbside returns are not accepted for three-hour checkouts.

Semester Checkouts:

The due date for all semester device checkouts is December 14th, 2023. **The overdue fine for a laptop computer or iPad checked out to a patron for a semester is \$3.00 per day.** The laptop or iPad must be returned to the Circulation desk at least 10 minutes before the Library's closing on the day the device is due.

Laptop & iPad Use

The laptop computer and iPad may access the institutional wireless networks available on-campus. Only software pre-installed by MVCC on the laptop may be used. Users must save files or documents to their own storage (USB flash drive, email, cloud, or drive). The Library is not responsible for lost files or documents. USB drives are available for purchase from the Bookstore.

All laptops have Microsoft Office and an Internet Browser installed for your use. The battery life of each laptop will vary; the library is not responsible for any work lost due to battery failure. A charger is included in the borrowed laptop bag. Charging kits may be checked out with an iPad. A limited number of device chargers are available at the circulation desk for three-hour borrowing periods within library hours of operation.

Library laptops and iPads do not print directly to the Library printers, you will need to email your work or save it to another drive to print from a Library desktop or Lab computer.

Please see the reference desk, a computer lab assistant, or the Help Desk for additional assistance.

***I HAVE READ THE LAPTOP COMPUTER POLICY.
BY CHECKING OUT LAPTOP COMPUTERS DURING
Fall 2023 Semester,***

I AGREE:

- . I take full responsibility for the damage to, loss or theft of the laptop or an iPad and all components and accessories checked out by me.**
- . I will be charged between \$750.00 and \$1250.00 if this laptop is lost or stolen.**
- . I will be charged \$329.00 if this iPad is lost or stolen.**
- . I understand that three-hour laptops and iPads checkouts are for ON-CAMPUS USE ONLY.**
- . I understand that this laptop or iPad must be returned on time on the due date.**
- . I understand that this laptop or iPad Devices may not be returned to library book drops.**
- . I understand that laptops and iPads are for SCHOOL USE ONLY.**

SIGNATURE_____DATE_____

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You must show a current MVCC ID to checkout an iPad or Laptop