

STUDENT ID # \_\_\_\_\_

PRINTED NAME \_\_\_\_\_,  
Last First

## Moraine Valley Community College Library Device Agreement Form Fall 2025

Moraine Valley Community College Library  
Laptop and iPad Loan Terms and Conditions

### Requirements

- Students must be registered for Fall 2025 credit classes at Moraine Valley to check out a device.
- Device checkouts are limited to Moraine Valley Community College students only. Staff and faculty may not borrow a device.
- MVCC students must sign a Device Agreement form and present an acceptable form of identification. Acceptable forms of identification include:
  - MVCC Student ID      - Driver's license      - State ID      - REAL ID      - US Passport
- Photographs or printed copies of ID cards are not accepted. Government issued ID's must be valid and include student's current address so that staff can identify the borrowing patron.
- You, the borrowing patron, are solely responsible for any damage to or loss of any device, or any accessories and components (chargers, adapters, cables, and cases) checked out to your account.
- Devices should never be left unattended or in the possession of another person.
- Library staff will inspect any device for damage and missing components or accessories at checkout and upon return.
- At any time, the Library may require the return of a device at the request of the Moraine Valley IT Department.

### Loan Periods and Fees

- **Theft of or failure to return a device will be referred to the Moraine Valley Police Department.**
- The borrowing patron will be charged up to **\$374.00** for damage to, loss of, or theft of an iPad.
- The borrowing patron will be charged between up to **\$850.00** for damage to, loss of, or theft of a laptop.
- The borrowing patron will be charged a replacement fee for any damage to, loss of, or theft of any device accessories or components (carrying case, bags, and charging cables/adapters/kits).
- Patrons may be blocked from registering, graduating, or transferring credits, and from borrowing items from the Library until device associated fines and fees are resolved.
- Third-party repairs to or replacements of devices or accessories is not permitted.
- Devices returned to the Library after Library hours of operation will be considered overdue.
- Devices may not be returned to the Library's drop box and must be returned to the circulation desk.
- Students may only have one device checked out to their account at a time.

### Semester Checkouts:

- The due date for devices checked out to students enrolled in the Fall 2025 semester December 5th, 2025.
- The overdue fine for a device is \$3.00 each day the device is past due. The device must be returned to the Circulation desk at least 10 minutes before the Library closes on the day the device is due.
- Due dates for devices with a semester loan period may be extended to the end of succeeding semesters at the discretion of circulation staff if the borrowing patron is registered for the ensuing semester(s).
- Students who borrow devices with extended due dates agree to the terms in the device agreement form for the semester(s) through which the due date of their device is extended. Digital copies of device agreement forms are available to view on the Library's website.

### Three-Hour Checkouts:

- Laptops and iPads checked out to students for three hours are for **on-campus use only**.
- The loan period is three hours, with one three-hour renewal permitted per day if other devices of the same type are available.
- The overdue fine for a device is \$3.00 per hour.
- Device checked out less than three hours before the Library closes must be returned to the circulation desk at least 10 minutes before the Library closes that day.

### **Appropriate Device Usage**

- The Device may access the institutional wireless networks available on-campus.
- The Device may only be used for Moraine Valley coursework.
- Only software pre-installed by MVCC on the laptop may be used.
- Students who check out a laptop must log into the Global Protect VPN daily.
- Users must save files or documents to their own storage (USB flash drive, email, cloud, or external drive). The library is not responsible for lost files or documents.
- 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.
- Students who borrow an iPad must log out of their Apple ID prior to return.
- iPad passwords may not be changed.
- Device languages may be changed upon checkout but must be restored to English prior to return.

***By signing and dating the fields below, I agree to the terms and conditions stated in this document.***

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_