

Moraine Valley Community College Laptop & iPad Loan Agreement Spring 2020

Students must use a current MVCC ID for laptop check-outs.

***I HAVE READ THE LAPTOP COMPUTER POLICY.
BY CHECKING OUT THIS LAPTOP COMPUTER, I AGREE:***

- I take full responsibility for the damage, loss or theft of this computer/iPad and all components and accessories.
- I will be charged between \$329.00 for an iPad or \$750- \$1250.00 for laptops if the computer or iPad is lost or stolen.
- I understand that laptops must be returned on or before the due date and may NOT BE RENEWED unless stated by the library.
- You must return your laptop personally, do not send someone else to return your laptop. Please notify staff of any problems encountered with this computer.

BY CLICKING CONFIRM APPOINTMENT YOU ARE AGREEING TO THE TERMS AND CONDITIONS OF THE AGREEMENT.

Moraine Valley Community College Library Laptop/iPad policy

Requirements

Laptop computers and iPads are available to MVCC students enrolled in the current semester who must have a current, valid MVCC I.D. card. By submitting a Laptop or iPad appointment form online and selecting the box acknowledging and accepting the Laptop/iPad policy, the student is consenting to the Laptop & iPad Loan Agreement.

The Circulation staff will inspect all components when the laptop is checked out and checked in. The patron must personally return the Laptop to the Circulation desk. Laptops should never be left unattended or in the care of another person. You are responsible for all damages or loss to this item.

Time Limits and Fees

The check-out period is for the semester. The overdue fine for a Laptop is **\$3.00 per day**. The laptop must be returned to the Circulation desk or on the day it is due. Laptops cannot be returned to the library book drop.

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The patron will be charged up to \$1250.00 for the loss or theft of a laptop computer and \$329.00 for the loss and theft of an iPad. Replacement or repair cost varies for each component. Any lost or damaged parts to the laptop/iPad will be charged to the patron. Until this is paid, the patron will be blocked at registration and from borrowing in the Library.

Laptop & iPad Use

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

Library laptops and iPads do not print directly to the printers, you will need to email your work or save it to a USB drive to print from a lab computer. 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 power cable is included in your laptop bag.