



Columbia College Stafford Library

Laptop Loan Agreement

Please initial each term of agreement.

1. ___ I am a currently enrolled Columbia College student with a valid Columbia College Student ID.
2. ___ I am **financially responsible** for damage to or loss of the laptop and all its components and accessories while it is checked-out under my name.
3. ___ Fines for returning a laptop late are:
 - i. \$100 if the laptop is returned within the first 24 hours after the due date.
 - ii. \$100 for each additional 24 hour period.
 - iii. \$1000 maximum fine.
4. ___ I will not attempt to access, delete or damage system files. I will not try to circumvent the security software installed on the laptop.
5. ___ I will use the laptop in accordance with all guidelines provided by the Columbia College Ethics Code for Computer Users. A copy of the code is available online at:
<http://www.ccis.edu/Departments/TechnologyServices/EthicsCode.asp>.
6. ___ I will return the laptop to a staff member of Stafford Library.
7. ___ All documents saved on the laptop hard drive will be deleted after it is returned.
8. ___ Failure to comply with this agreement may restrict future laptop use privileges.

I do hereby verify that I have read and understand the "Laptop Loan Agreement" and I agree to abide by the above terms:

Patron Name (print) _____ Columbia College ID# _____

Patron Signature _____ Date _____

Laptops will be inspected within 24 hours of check-in. Students will be notified within 48 hours via Cougarmail if a problem with the laptop has been found.

Equipment checked-out:

Laptop Computer # _____ AC Adapter Mouse

Library Staff Initials _____

Date & Time of Check-in: _____