

SEMESTER LAPTOP LOAN POLICY

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Purpose

The purpose of this document is to clarify the roles and responsibilities for staff and individuals borrowing equipment from the RCC Library.

Policy Statement

RCC allows current students to borrow a laptop for a semester on a first-come, first-served basis.

- Currently enrolled students taking credit classes are eligible, excluding any existing holds on students' accounts.
- All laptops must be returned at the end of the semester.
- Laptops are considered "lost" if not returned by the due date.
- All questions concerning problems with the working condition of the item, or any technical issues, will be referred to the IT department.
- The RCC Library is responsible for the management of inventory.

Students

By borrowing equipment from the library, each student agrees to the following:

- Return semester loan laptops by the due date. A borrowed laptop is considered lost if it is not returned by the due date.
- Notify the library immediately if the laptop is lost, stolen, or damaged.
- Comply with the College's Computer Acceptable Use Policy while using the laptop.
- Understand that the College is not responsible for any lost data, documents, or applications saved on the laptop. Devices are restored to default, meaning everything is erased upon return.
- Be aware that if the laptop and all accessories are not returned to the library circulation desk by the due date, a block will be placed on the student's account. This block will prevent the student from obtaining a diploma and registering for classes until the laptop is returned.

Library Laptop Loan Policy

- Return semester loan laptops by the due date. A borrowed laptop is considered lost if it is not returned within ten days of the due date.
- The student is responsible for their borrowed laptop while in possession. It is the student's responsibility to reimburse the College if the items are lost or damaged.
- Students agree to pay the cost of laptop/power cord if lost or damaged:
 - Lost or irreparably damaged: \$400
 - Power cord: \$25
 - Students may be responsible for replacement costs if damaged and not under warranty.
- Notify the library immediately if the laptop is lost, stolen, or damaged.
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- Understand that the College is not responsible for any lost data, documents, or applications saved on the laptop. Devices are restored to default, meaning everything is erased upon return.
- Be aware that if the laptop and all accessories are not returned to the library circulation desk by the due date, a block will be placed on the student's account. This block will prevent the student from registering for classes until the laptop is returned.