Skagit Valley College Library

Mount Vernon Campus

Take Home Laptop Loan Policy

Laptop Circulation and Liability Policy

Laptop computers are available for checkout to currently registered Skagit Valley College students. Laptops have a 1 week check out period. Renewals are allowed as long as other laptops are available for check out. The Student Technology Fee funded the purchase of these laptops and are available to any currently registered student with a valid student picture Id.

***Eligibility***

* Laptops may be checked out to current SVC students **ONLY** for a 1 week check out period. Renewals are allowed as long as other laptops are available for check out. Borrowers must **read and sign** the **TECHNOLOGY LOAN AGREEMENT before** checking out a laptop.
* Borrowers must have a library account in good standing. An SVC student identification card must be presented in order to check out a laptop. **Under no circumstances will a user be allowed to check out a laptop for another person or check out multiple laptops.**
* Borrowers must abide by the SVC acceptable use policy.

***Loan Period and Availability***

* Laptops may be borrowed at the Circulation Desk for a period of **1 week. Renewals are allowed as long as other laptops are available for use.**
* Laptops cannot be reserved; they are available on a first come first serve basis only.
* Laptops may be checked out at the library circulation desk from the time the library opens until closing.
* Laptops must be returned to a library staff member. The patron must remain at the circulation desk until the laptop is completely checked in.
* **Laptops are to be checked out and RETURNED to the Library on the Mount Vernon Campus ONLY.**

***Fines and Liability***

* Late fines will accrue at the rate of **$1.00 per day, per piece of equipment**.
* The library assumes no responsibility if the laptop is stolen while checked out to a user. **DO NOT LEAVE A LAPTOP UNATTENDED**.
* Replacement cost for a stolen or damaged computer will be the replacement cost of the computer. At this time, the replacement fee is $940.00.
	+ Laptop replacement cost is $910.00
	+ Power cord replacement cost is $30.00
* Damages will be assessed by the SVC Information Technology Department.

***Additional Info:***

* The library is not responsible for damages to files or removable media caused by viruses that may exist on the computer or spread through the network.
* Power supply is to be used with only the library computer.
* **KEEP THE LAPTOP WITH YOU AT ALL TIMES.**
* Immediately report all laptop malfunctions or problems to the library staff.
* Do not save files on the laptop’s hard drive. **All files saved on the laptop will be erased when it is returned.**
* Laptops are checked out only during the regular quarters (Fall, Winter, Spring, Summer). They are unavailable for check out during the quarter breaks as they are updated by IT to prepare them for use during the next quarter.

***Procedures:***

***Check-out:***

1. Before 1st check-out patron must **read & sign** technology agreement form
2. Check to make sure patron does not have any outstanding library fines on his/her account (includes fines for overdue library material).
	* Exceptions can be made by a full-time library staff member only.
3. Add message to student’s record “Signed technology loan agreement (DATE) (INITIALS)”

***Check-in:***

Upon return each laptop must be checked for:

1. All components are returned with laptop (laptop and power cord)
2. Laptop looks in good shape – no visible damage
3. Turn the laptop on and make sure it boots up properly with no issues with the screen or boot up.
4. Re-image the laptop per instructions by IT to erase all data from machine and get ready for use.
	1. This is done only if the person is returning it to the library. It does not have to be done if the person is renewing the laptop.