**SPOKANE COMMUNITY COLLEGE LIBRARY**

**LAPTOP USE POLICY AND PROCEDURES**

Spokane Community College Library provides laptop computers for use to all currently enrolled CCS students with valid identification cards, or valid picture ID whose enrollment status can be verified in CTCLink. Student borrowers must review and sign an Equipment Loan agreement.

**CHECKOUT**

1. When checking out a laptop for the first time student must present their student ID card with current quarter sticker and fill out an Equipment Loan Agreement form. The Equipment Loan Agreement form will be kept for the duration of the academic year. A new agreement must be signed each academic year.
2. Laptops can be checked out for 2 days from the library circulation desk on a first-come, first serve basis only, with a possibility of a single renewal, subject to demand.

**CHECK IN**

1. Return the laptop directly to a library staff member at the circulation desk.
2. Laptop must be returned 30 mins. before closing.
3. Student will be asked to remain at the desk until the laptop has been checked in.
4. Library staff member will check the equipment to make sure all components have been returned and the laptop is in good working condition before checking the equipment in.

**BORROWERS RESPONSIBILITY**

1. Student is responsible for the laptop and all components while checked out. Charges will be assessed for all lost, stolen or damaged equipment.
2. **Do not leave the laptop unattended.**
3. Laptops should be returned to the circulation desk immediately if any problems occur.

**FINES/FEES**

1. Late returns will be fined $75.
2. Failure to return a laptop will result in a replacement charge. A block will be placed on the student’s CTClink account until charges are paid.
3. Missing components will result in a replacement charge of the actual cost.