

EXTENDED LOAN COMPUTER EQUIPMENT

**** Equipment borrowing may be denied to those who abuse equipment, return equipment late or violate Clark College Policies or federal law.****

- Extended Loan equipment will be due no later than 30 minutes prior to closing **on the last open day of the current quarter**. It is very important to note the due date **and time** because open hours vary—**especially during finals week**.
- Borrowers must carefully safeguard the equipment from theft or accidents. The borrower will be charged for reasonable cost of repairs, parts and replacement of damage or loss of equipment occurring while it is checked out. Full replacement charges for all parts is \$890. Immediately return equipment if any problems occur. Tampering with equipment, even to attempt a repair or replace parts, will result in a fine.
- All equipment must be returned clean and in working condition to the Cannell Library Check Out Desk no later than 30 minutes prior to closing. The student who borrowed the equipment must remain at the desk while it is inspected.
- Overdue charges for netbooks, power adapters and cases are \$15 minimum.
- No eating or drinking is advised while using library equipment. A \$10 cleaning charge may be assessed.

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- Netbooks may be requested in advance through the student's library account and will be held for 3 days after the item is processed. No requests will be filled during quarter breaks nor carried over until the next quarter.
- Equipment cannot be checked out later than 30 minutes prior to closing.
- Currently enrolled Clark College students may borrow only one laptop or netbook regardless if it is for extended or hourly loan.
- Application software and documents will be deleted when the computer is returned to the library.
- Clark College is not responsible for privacy breaches, loss of data or damage to any removable device that may occur due to malfunctioning hardware or software.
- Computer equipment is intended for academic purposes and cannot be used in violation of Clark College policies or any federal laws particularly related to copyright, fraud, privacy and obscenity.

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| ✓ Due no later than 5:30 pm on the last open day of current quarter | ✓ Full replacement cost: \$890 |
| ✓ Overdue fees start: \$15 | ✓ Cleaning fee possible: \$10 |
| | ✓ All files deleted on return |

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