**Skagit Valley College Libraries – Take Home Laptop Policy**

**Laptop Circulation and Liability Policy**

The Student Technology Fee funded the purchase of these laptops and they are available for check out to currently registered Skagit Valley College students with a valid picture ID and a library account in good standing. Laptops have a 1 week check out period. Laptops can be renewed in person at the owning library (either Whidbey or MV) as long as there are other laptops available for check out.

**Eligibility**

* Laptops may be checked out to current SVC students ONLY for a 1 week check out period. Laptops may be renewed in person at the owning library’s circulation desk 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 much have a library account in good standing.
* An SVC student identification card must be presented in order to check out or renew a laptop.
* Only one laptop can be checked out per person.
* A user cannot check out a laptop for another person.
* Borrowers must abide by the SVC acceptable use policy.

**Loan Period and Availability**

* Laptops may be borrowed at either the Whidbey campus library or MV campus library circulation desks for a period of 1 week (7 days).
* Renewals are allowed as long as other laptops are available for use.
* Renewals are only allowed in person and the laptop must be presented before the renewal can take place.
  + Exceptions may be made on a case by case, emergency basis for over the phone renewals. No online renewals are allowed.
* Laptops are on a first come, first serve basis only; they cannot be reserved or held for anyone.
* Laptops may be checked out at the library circulation desk from the time the library opens until 10 minutes before the library’s closing time.
* Laptops must be returned to a library staff member.
* Laptops are to be checked out, renewed and/or returned to the owning library 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.
* Students assume responsibility for the cost of the laptop while checked out.
* Student will assume responsibility for the cost of the laptop if not under warranty.
* Replacement cost for a stolen or damaged laptop will be the replacement cost of the computer or peripheral piece of equipment (power cord, mouse, etc.).
  + See item record in ILS for replacement cost of each laptop piece.
* Laptops not returned by the due date specified and billed for the replacement cost will be turned over to the SVC Business Office for collections. A $25.00 processing fee will be charged to the student. This processing fee cannot be waived.
* Damages will be assessed by the SVC Information Technology Department.

**Additional Information**

* 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 laptop.
* Laptops must not be left unattended. Student assumes responsibility if laptop is stolen or lost while checked out to his/her library account.
* Immediately report all laptop malfunctions or problems to a library staff person.
* Do no save files on the laptop’s hard drive.
* Laptops are checked out only during the school quarters (Summer, Fall, Winter, Spring). Laptops are unavailable for check out during the quarter breaks because of regular maintenance performed by the IT department

**Laptop Borrowing Procedures**:

**Checking Out:**

1. Before first check out, student must read and sign technology agreement form.
2. Student account must be in good standing (exceptions may be made on a case by case basis by a full-time library staff member only.)
3. Add message to the student’s library account with the following information:

Signed Technology loan agreement (MV/WIC) (DATE) (Staff person’s initials)

1. All components to the laptop must be checked out (laptop, power cord, mouse, etc.)
2. Ensure the student is aware they must sign into the laptop before leaving campus in order to use it off campus.

**Checking In:**

1. All components must be returned with the laptop (laptop, power cord, mouse, bag, etc.)
2. Check to make sure laptops are in good shape with no visible damage to the outside casing.
3. Turn the laptop on to ensure proper boot up and screen is viewable.
4. Make sure the laptop is turned off properly before putting away.