Portable Technology Loan Agreement

Learning Commons: 610-359-5149
IT Helpdesk: 610-359-5211

General Rules

- Portable technologies will be loaned from when Library Services open to a half hour before close.
- Every patron must have a valid DCCC ID and be in good standing with the college in order to borrow.
- Any borrower returning a Portable Technology late within the last two weeks of the semester will have their borrowing privileges revoked for the following semester.
- If the portable technology is returned late due to circumstances beyond the borrower’s control, written proof for the delay must be presented for verification within three weeks.
- Multiple late returns may result in the loss of borrowing privileges.
- Portable technologies will be checked by the staff upon return to ensure they are working properly. If there is a problem with the Portable Technology, the patron will be notified within 24 hours.
- If the portable technology is severely damaged, the patron must pay for an evaluation of the damages. The fine is $90 for the evaluation.

Borrowing Periods and Fines

Laptops & Assistive Technologies

- Laptops must be returned before close the day after borrowing except on Friday (only applies to Friday borrowing/ Thursdays in the summer) when I can retain it until close the following Monday.
- A late fine of $50 per day will be charged for late laptops and I will receive a warning. If I am late on two occasions, my borrowing privileges will be suspended for the remainder of the semester.
- Laptop equipment (meaning power charger & mouse) must be returned with the laptop. Any missing pieces not returned with the laptop is still considered checked out. To avoid any additional charges you must first discuss the issue/problem with a staff member to make other arrangements.

E-Readers

- E-readers may be borrowed for 3 weeks.
- E-readers must be returned on time no later than closing on the date the e-reader is due.
- A late return will result in a $50 fine.

AAS Program Technologies

- AAS Technologies must be returned before close the day after borrowing except on Friday (only applies to Friday borrowing/ Thursdays in the summer) when I can retain it until close the following Monday.
- A late fine of $50 per day will be charged for late AAS Technology and I will receive a warning. If I am late on two occasions, my borrowing privileges will be suspended for the remainder of the semester.

Calculators

- Calculators must be returned before close the day after borrowing except on Friday (only applies to Friday borrowing/ Thursdays in the summer) when I can retain it until close the following Monday.
- A late fine of $50 per day will be charged for late calculators and I will receive a warning. If I am late on two occasions, my borrowing privileges will be suspended for the remainder of the semester.
**Agreement**

I have received a piece of Portable Technology as a loan from Delaware County Community College and I accept full responsibility for the portable technology until I return it.

I accept the responsibility for any fines associated with the late returning of the portable technology.

I understand that I am responsible for any damage to the integrity of the Portable Technology– hardware or software- and I will report it immediately. At no time will I attempt to fix the Portable Technology or have anyone else attempt to repair it.

**I understand that I must inform the College immediately if the Portable Technology is lost or stolen.**

During day hours 8 am - 4 pm, please notify the Library at 610-359-5149 prompt #2.

After 4 pm or on weekends, please contact Security at 610-359-5303.

**Learning Commons:**

- Mon – Thurs: 8am – 10pm
- Fri: 8am – 5pm
- Sat: 10am – 3pm

I understand and accept the responsibility for paying all fines resulting from loss, theft, or damage to the **laptop**, and I accept DCCC’s discretion to decide on the need for evaluation and repairs.

I understand that future privileges at DCCC may be affected by an unsettled account arising from fines for late return, loss, theft, or damage of this portable technology.

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**Signature of Borrower**  
**Date**  
**Phone Number**

Initial:  
 x_______

Place ID here and photocopy this document.