

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.

Initial:

X _____

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

<u>Initial:</u> x _____

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.

Signature of Borrower

Date

Phone Number

Place ID here and photocopy this document.