

As a participant in the library's electronic device (laptop / iPad) checkout program, I understand and agree to the following statements:

(Please initial in the space provided after reading each point and then sign at the bottom)

- I must be a currently enrolled student at PCC and a current PCC Student ID is needed to checkout a device.
- Devices may not be reserved and are available on a first-come, first-served basis.
- I can borrow a device for up to two (2) hours. A \$12 late charge will be assessed for each hour (or portion thereof) that the device is returned late.
- I am able to renew the device for an additional two (2) hours. I can only renew the device once, and I must renew it before the device is due.
- I will return the device to the library's Computer Lab Desk 30 minutes before the library closes. Any device not returned by closing will be considered 'lost', and fines will be posted on my account.
- I am completely responsible for the device while borrowing it: I will not leave it unattended, and I am responsible for any damage or loss that results from accident, theft, misuse or neglect.
- I will use the device in a responsible manner: I will not attempt to download/install any apps or files onto the device, nor will I change the configuration or settings of the device. If the original configuration is changed in any way, borrowing privileges will be forfeited.
- The Shatford Library is not responsible for any files or personal information left on the device. The library is also not responsible for any viruses transmitted to or from storage devices.
- I will immediately report any loss or damage of the device to the Computer Lab Desk staff. I will not attempt to troubleshoot any device problems on my own.
- I will follow the PCC "[Computer and Network Use Procedure](http://www.pasadena.edu/IPRO/documents/AP_3720_Computer_and_Network_Use.pdf)." See http://www.pasadena.edu/IPRO/documents/AP_3720_Computer_and_Network_Use.pdf.
- I will pay all fines assessed when returning the device, or any of its associated peripheral equipment, including the replacement costs should the device be lost or stolen. I understand that the replacement costs will be no less than \$1000 for Laptops and \$700 for iPads. A \$10 processing fee will be applied on top of the replacement costs.
- I understand that unpaid charges could result in a financial hold on my record, which prevents me from registering for classes for the next term, dropping from enrolled courses, from obtaining a diploma, and/or receiving transcripts until the charges are paid in full.

Print Name of Borrower	Student ID #	Signature	Date
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Street Address	City	State	Zip	Phone Number
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