

**MORTON COLLEGE LIBRARY
LAPTOP BORROWER'S POLICY
Revised 9/2005**



Currently registered students, staff and faculty in good standing may borrow laptops from the Morton College Library Circulation Desk for use in the Library. Access to the Internet is provided through the wireless network.

OVERVIEW

- Laptops are circulated on a first-come, first-serve basis. Laptops may not be reserved in advance.
- Laptops must be checked out in person, and the borrower's current Morton College ID AND Driver's License or State ID must be left with the circulation desk.
- Laptops must be returned 30 minutes before closing. Laptops will stop circulating 1 hour before closing.
- Laptops will be circulated for a period of 2 hours with 1 renewal based on availability.
- Once a laptop is checked out to a patron, the laptop becomes the responsibility of that patron. **The laptop should not be left unattended.**

TERMS and CONDITIONS

- ⊞ Personal software **may not be loaded** onto the laptop. No files will be retained on the hard disk.
- ⊞ Overdue fines are \$5.00 per hour with a 10 minute grace period.
- ⊞ Borrower is responsible for all costs associated with damage to the laptop during the checkout period.
- ⊞ Borrower is responsible for replacement costs in the amount of \$1800 if the laptop is stolen or lost during the checkout period.
- ⊞ All laptop borrowers will be required to sign the liability statement detailed on the laptop borrower agreement.

Laptop Borrower Liability Statement

In exchange for the opportunity to check out and use the laptop computer identified in this Laptop Borrower Agreement ("Agreement"), I agree to the following:

1. I understand that as long as the laptop is checked out in my name, I am responsible for damage, loss or theft of the laptop. If for any reason the laptop is damaged or stolen while in my care/custody, I will be responsible for the repair and/or replacement of said laptop.
2. I agree to pay all actual repair or actual replacement costs in the amount of \$1800 resulting from any harm, damage or loss of any nature whatsoever (including, but not limited to theft) of the laptop computer identified in this Agreement while it is checked out in my name.
1. I acknowledge and agree that the overdue fine for the laptop identified in this Agreement shall accrue at a rate of \$5.00 per hour or any portion thereof.
2. In the event that I fail to pay for any overdue fines, repairs, replacement costs or any other charges arising under this Agreement, I agree that Morton College may place a hold on the release of my registration, transcript or take any other action necessary in an effort to recover any damages arising from my use of the laptop.
3. I agree Morton College shall be free to pursue any other remedies available to it and shall be entitled to recover any collection fees.
4. If I fail to return the laptop within 12 hours of the time it is due, I understand and agree that Morton College shall have the right to treat the laptop as stolen property and take all necessary actions to recover it in accordance with governing law.
5. For purposes of this Agreement, I agree that this checkout record does not constitute a "confidential Library record."
6. I understand that this document contains binding legal obligations and voluntarily enter it as indicated below by my signature.

Signature: _____ Date: _____