

## Coahoma Community College

### Dickerson-Johnson Library Laptop Computer Use Loan

#### Policy and Agreement

- Laptop Computers are to be used by Coahoma Community College students who do not have access to one on campus or at home for homework assignments, school business, or while traveling for school business. Laptops are only to be used by students who have officially checked them out from the library.
- The checkout period will be for the duration of need of the laptop, and not to exceed one summer term.
- You are responsible for the cost of the laptop and its charger if lost, stolen, or damaged. You are responsible for any damage the laptop incurs while in your possession. If lost or stolen in your possession, you are also responsible for its replacement cost of \$375.00, and the replacement cost for its accessories (charger & etc.). The replacement cost of the charger is \$25.
- You are required to know and follow the library's policies and Coahoma's policies regarding computer/Internet use while using the laptop, including the Coahoma Community College Acceptable Use Policy for Computing, the Student Code of Conduct, and copyright laws. The librarian can provide you with copies of these policies upon request.
- Library staff will give you a brief orientation on how to use the laptop. Library staff reserves the right to ask where you will be using the laptop to determine feasibility of use. Due to the limited numbers of laptops, the library staff also reserves the right to deny you checkout privileges for the laptop.
- If you find that the laptop that you checked out is no longer needed, please return it to the library immediately so that someone else may have an opportunity to use it.

Current students who have completely registered for the summer and fall terms and have a valid photo ID card can check out a laptop at the Reference Desk on 2<sup>nd</sup> Floor of the library before 4:00 p.m. Return laptops to the reference desk only, unless otherwise instructed. You are required to sign and date a copy of this agreement each time a laptop is checked out. Laptops are available daily on a first-come, first-served basis. To reiterate, to participate in this loan agreement, you should **NOT have received a LAPTOP** from Coahoma Community College during the **FALL 2020 TERM and/or the SPRING 2021 TERM. Furthermore, you must have completely registered for the SUMMER AND FALL TERMS, hold a valid PHOTO ID (FOR EXAMPLE: STATE ID OR DRIVER'S LICENSE), provide an email address, provide a valid mailing address, and provide a valid phone number so you can be reached.**

**By signing and dating this form below, you are acknowledging that you have read and that you understand this Laptop Computer Loan Use Policy and agree to abide by its stipulations.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_