

LIBRARY EQUIPMENT LOAN AGREEMENT

User's Last Name, First Name

myCard # or Library Card #

LIABILITY: The user is responsible for the safety and security of the loaned equipment. **The user accepts any and all responsibility for repair and/or replacement costs resulting from theft, damage, negligence or misuse.** Market value and/or damage to equipment are determined by the owning department, who will collect any fees associated with these matters. Grade reports, transcripts, and certificates/diplomas may be withheld until outstanding issues are resolved.

AUTHORIZED USERS: Loans of library equipment are for **currently enrolled students only. Exception: Emerging Technology collection is available to currently enrolled students, faculty and staff.** All Users must present his/her own valid myCard or 13-digit library card to be scanned and validated on the Library system. Equipment cannot be borrowed on another user's behalf. Equipment must be in the possession of the authorized user at all times.

LOAN PERIODS AND FINES: User will return all equipment to the owning campus Library from which it was borrowed by the due date/time. **Check your receipt for due date/time.** Loan periods may be shortened due to Library hours. Library borrowing privileges will be suspended if equipment is lost, returned late, or damaged, and/or user has outstanding fines.

| Equipment Type | Loan Period | Fine | User's Initials |
|---------------------|-----------------------|-------------------------------------|-----------------|
| iPad | 7 days – no renewals | \$25.00 per day | |
| Laptop/Netbook | 4 hours – no renewals | \$5 per hour or any part of an hour | |
| Emerging Technology | 7 days – 1 renewal | \$10.00 per day | |

EQUIPMENT USE: The user will only use the equipment for academic purposes and will notify the Library immediately if experiencing any problems with the equipment. Equipment is not be left unattended at any time during the loan period.

DELETION OF FILES: Do not save any work on the library equipment hard drive or memory cards(eg. SD, micro SD,etc...). All user files and data saved on Library equipment will be deleted once it is returned.

RETURNS: The user is responsible for returning the equipment to the owning campus Library in person, on time, and in the same condition it was loaned.

LAPTOPS/NETBOOKS AND IPADS: In addition to the above conditions, laptop/netbook and iPad users will:

- abide by the College's Acceptable Computer Use Policy (see myCentennial).
- refrain from installing and/or download unauthorized software or applications.
- use the laptop/netbook on the Centennial College campus from which it was borrowed.

In signing below, I have read and understand and agree to all the terms and conditions listed in the Library Equipment Loan Agreement and the fines/charges listed above. I will abide by the Student Code of Conduct (see myCentennial) and acknowledge that failure to comply may result in the loss of Centennial Library privileges. Sanctions may also be imposed as outlined in the Student Code of Conduct.

Signature of Authorized User

Program/Department

Date

Telephone Number

Staff Signature