

Laptop Reserves AGREEMENT

Loan Period

- Laptops are checked out for 2 hours at a time, **LIBRARY USE ONLY.**
- Holds may not be placed on laptops.
- Renewals are conditional upon availability.
- Laptops are loaned on a first-come, first-served basis and may not be reserved.

Checking Out

- Users must show a current RCCD Student ID. A regular picture ID (military ID, CA ID, passport) will **NOT** work.
- **Users must sign this *Laptop Reserves Agreement* to check out a laptop.**

Checking In

Yoga Laptops

- Overdue fines on laptops are \$1 PER HOUR with a maximum of \$50.
- Overdue fines will not be waived.
- The laptop must be handed to the Circulation/Reserve Desk Staff.
- **Users who do not return a Yoga laptop will be charged a replacement cost, a \$25 processing fee, in addition to the overdue fine accrued.**
- Users who return the laptop broken will be charged a \$100 fee in addition to the overdue fine accrued.

Saving and Printing Your Work

- The laptops have software on them that erases everything on the computer each time it is shut down; **any work saved to the netbook will be lost.**
- To save your work, use a USB key/flash drive.
- The laptops are equipped with wi-fi.
- Printing is not available from the laptops.

Technical Assistance

- **The library and college does not provide any technical assistance with the laptops.**



MORENO VALLEY COLLEGE

Due: _____

Before signing, read the following carefully:

1. I understand that the loan period is for 2 hours.
2. I understand that I will not be able to save anything to the hard drive; I must have a USB key/flash drive to save data. **The Library is not responsible for any loss of data.**
3. I understand that overdue fines for not returning the item by the time due is \$1 PER HOUR and that this overdue fine will **NOT** be waived.
4. Renewals are conditional upon availability.
5. I understand that there is no IT technical support.
6. I have read and understand this contract.

Yoga Laptop

1. I understand I will be charged a replacement cost, a \$25 processing fee, and any overdue fine accrued if the laptop is not returned.
2. I understand I will be charged \$100 if the laptop is returned broken.

Computer Number: _____

RCCD Asset tag #: _____

Student's signature

____ / ____ / ____
Date

Print Name

Student ID Number

(This form must be filled out and signed before receiving a laptop/netbook)