



MORENO VALLEY COLLEGE

NETBOOK AGREEMENT

Loan Period

- Netbooks are checked out for one semester at a time.
- Holds may not be placed on netbooks.
- Renewals are not allowed on netbooks.

Checking Out and Renewals

- Users must show a current RCCD Student ID. A regular picture ID (military ID, CA ID, passport) will NOT work.
- **Users must sign the Netbook User Contract to check out a netbook.** A new contract must be signed for each semester.
- Netbooks are loaned on a first-come, first-served basis and may not be reserved in advance.

Checking In

- Users who do not return the netbook will be charged a \$150 replacement fee.
- Users who do not return the charger will be charged a \$25 replacement fee.
- Users who return the netbook broken will be charged \$25.
- Overdue fines on netbooks and charger are \$5 PER DAY.
- Overdue fines will not be waived.
- The netbook and all peripherals must be handed to the Circulation/Reserve Desk Staff. Users should allow up to 10 minutes for the staff member to check in and verify the equipment upon return.

Saving and Printing Your Work

- Files cannot be saved to the hard drive. To save your work, use a USB key/flash drive.
- The Netbooks 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.
- The netbooks are equipped with wi-fi.
- At this time, printing is not available from the netbooks.

Technical Assistance

- The library and college **will not** provide any technical assistance with the netbooks.
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Before signing, read the following carefully:

1. I understand that the netbook loan period is for one semester.
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 I will be charged \$150 if the netbook is not returned.
4. I understand I will be charged \$25 if the charger is not returned.
5. I understand I will be charged \$25 if the netbook is returned broken.
6. I understand that overdue fines for not returning the netbook and charger by the due date are \$5 per day.
7. I understand that there is no IT technical support for the netbook.
8. This contract supersedes/takes precedent over any overdue notices sent regarding the netbook.
9. I have read and understand this contract.

Make/Model: **HP Mini 311**

Serial #: XXX

RCCD Asset tag #: XXX

Student's signature

____ / ____ / ____
Date

Student - Print Name

Student ID Number

Faculty signature (if applicable)

____ / ____ / ____
Date

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

Office Use Only

Returned on: ____ / ____ / ____

- Condition:**
- All parts included (netbook, charger)
 - Missing parts: _____
 - Other: _____

Received by: _____