

DCTC Library Laptop Loan Agreement

Borrowers' responsibilities

- Never leave the laptop unattended in a place where others might find it (car, coffee shop, etc.).
- Never let others (including children) use the laptop without your direct supervision.
- Save all personal files in online storage, in a network folder, or on a flash drive. Files left on the laptop will be permanently deleted.
- You must abide by DCTC's and Minnesota State's policy and procedure on Acceptable Use of Computers and IT Resources: <http://www.dctc.edu/about-us/college-policies/>.
- Laptops are in high demand. **If you keep a laptop past the due date, you may lose the privilege of checking out a laptop in the future.**

Returning the laptop

1. Return the laptop, carrying case, and power cord/adaptor in the same condition as you received them by the due date.
2. You must return the laptop to a Library staff member at the circulation desk in person. No exceptions.
3. If you would like to keep the laptop longer and nobody else is waiting for one, you may check the laptop out for another week.
4. The laptop will be considered returned after the IT staff determines it is free from damage.

Replacement and repair costs

- If the laptop is lost, stolen, or not returned for any reason while checked out to you, you will be charged the **full replacement cost of \$1,200**. The power cord/adaptor has a replacement cost of \$90 and the carrying case has a replacement cost of \$30, in case these are the only items not returned.
- If the laptop, carrying case, and/or power cord/adaptor are damaged while checked out to you, you will be charged the full cost of repairs (including labor), **up to the full replacement cost of \$1,200**.
- Students who owe money for replacement and/or repair charges will not be able to graduate, register for courses, obtain transcripts, or borrow Library resources until the charges are paid in full.

Disclaimer

Dakota County Technical College and the DCTC Library assume no responsibility for viruses, malware, loss of data, or damage to devices plugged into the laptop. The Library staff can provide only limited technical support for the laptops. If you have any questions or concerns about the laptops, please contact the Library at library@dctc.edu or 651-423-8366.

I understand and agree to all of the above information.

Name

Date