

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the **hand** tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



# Spokane Falls Community College LIBRARY EQUIPMENT LOAN AGREEMENT

Date \_\_\_\_\_

## LIBRARY EQUIPMENT \*\*\*\*ANTI THEFT SOFTWARE INSTALLED\*\*\*\*

The library has a limited number of laptops which circulate for 2 separate time periods: 2 hours and 24 hours. You may request a carrying case upon checkout.

Laptops are available for **currently** enrolled SFCC students, current faculty and staff to use.

In exchange for the use of the equipment listed above, I agree to the following terms and conditions:

### PLEASE INITIAL WHERE INDICATED

Patrons must present current CCS identification card.

Laptops will be checked out for 2 hours, with a possibility of a single renewal subject to demand or 24 hours and NO RENEWAL.

Laptops will be inspected for physical damage and missing accessories at the time of return. **Return the laptop directly to a library staff member at the Circulation desk for inspection. DO NOT PLACE IN BOOK DROP OR LEAVE ON THE COUNTER.**

\_\_\_\_\_  
INITIAL By signing this form, the borrower assumes full responsibility and financial liability for any laptop computer and accessories issued through this service for the time they are borrowed until returned in good order.

\_\_\_\_\_  
INITIAL Borrower agrees to pay SFCC Library for any damage to the laptop computer or accessories borrowed, and **failure to return a laptop will result in a replacement charge of \$1350.00.** Missing accessories will result in a replacement charge of the actual cost and that the Library may use any appropriate means to collect the amount.

\_\_\_\_\_  
INITIAL **Late returns will be fined \$10 per hour.**

Borrowers agree to conform to the policies and procedures involving the use of library computers.

Failure to comply with any of these rules and guidelines can result in the loss of library borrowing privileges and subsequent blocks on student record.

**DO NOT LEAVE EQUIPMENT UNATTENDED.  
YOU ARE FINANCIALLY RESPONSIBLE FOR THE ITEM(S) BORROWED.**

**By signing below, in exchange for the use of the equipment here listed, I agree to the above terms and conditions.**

Borrower's name (print) \_\_\_\_\_ Date of birth \_\_\_\_\_

Borrower's signature \_\_\_\_\_

Student ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_

## **ADDENDUM Spokane Falls Community College Library Equipment Loan Agreement FOR MINORS**

Date \_\_\_\_\_

I am the parent/guardian of \_\_\_\_\_ (a minor) on the effective date of this agreement. By signing this agreement, I acknowledge that I am responsible for the terms and conditions of this Agreement including all the financial obligations and payment terms. I further acknowledge that any amount due resulting from this agreement is my financial obligation and understand that a past due account will be processed in accordance with CCS collection procedures.

Signed \_\_\_\_\_ Print name \_\_\_\_\_

Address \_\_\_\_\_