



CHAMPLAIN COLLEGE LAPTOP LOANER AGREEMENT

Read this document before signing. This is a **legally binding contract** and **must be signed** prior to checking out a laptop. This agreement will remain on file for the duration of your tenure.

This agreement is valid until you graduate, transfer, or withdrawn from Champlain College.

All students checking out laptops are required to agree with the following:

1. This laptop is to be used only in the Miller Information Commons Library (MIC) building.
2. This laptop may not be taken out of the MIC building. If this laptop leaves the building, law enforcement authorities will be contacted.
3. You must return the laptop to the circulation desk in the Miller Information Commons Building within **3 hours** of the check-out time. **If the laptop is not returned on time, you may not be allowed to check out a laptop for the remaining school year indicated above.**
4. You must save your work to a CD, DVD or Jump/Flash drive (**provided by you**) or to your H: drive. When you return the laptop, any files that you have saved to the hard drive will be deleted.
5. You are solely responsible for the laptop when you check it out.
6. Never lend the laptop to anyone else. **NEVER LEAVE THE LAPTOP UNATTENDED.**
7. If the laptop is not returned, you will be charged the **replacement cost of the laptop (\$3,000)** and law enforcement authorities will be contacted.
8. If the laptop is damaged while in your possession, you will be responsible for the cost of repairs, not to exceed the replacement cost of the laptop.
9. You must present your valid Champlain College Student ID at time of Check-Out so that your current student status can be verified.
10. **You may not install software on the laptop**; doing so will result in no longer being permitted to checkout laptops for the remainder of the school year indicated above.
11. You may not copy software from the laptop and you may not deliberately attempt to make modifications to the software, hardware, and system settings; doing so will result in no longer being permitted to checkout laptops for the remainder of the school year indicated above.

Student Name (Print): _____

Student ID Number: **82** - _____

Phone Number: _____

Student Signature: _____

Student Date of Agreement: _____

Form Reviewed For Clarity/Completeness by Library Aide (Initials): _____ **Date** _____

Library Aide II or Staff Member Only

*Please make sure to remove message from student account before signing below.

Form Approved/Account Updated/Form Filed by (Initials): _____ **Date** _____