

# Laptop Liability Form

PLEASE PRINT CLEARLY



**Full Name (Last, First):** \_\_\_\_\_

**RCCC ID Number:**  
(Student ID required)

**Date:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, & Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Agreement:**

By signing this Form I (Borrower) agree to the following terms and conditions:

1. Borrower accepts full responsibility for the security of the laptop and all components present at the point of charge and discharge. Should the laptop or any part therein become damaged, lost, or stolen the Borrower agrees to pay (up to \$2000.00) for the laptop's repair or replacement.
2. Borrower agrees to provide a valid Student ID as proof of identity at the execution of this agreement and each discharge.
3. Laptops are for registered student use only. Faculty may contact Media Services at (704) 216-3776 (North) or (704) 216-3677 (South) for their equipment needs.
4. Laptops are for in-Library use only.
5. Laptops may be borrowed for a period of 2 hours.
6. Late charges are \$10.00 per hour, up to a maximum amount of \$100.00.
7. Laptops may be renewed one time. The LRC reserves the right to deny a renewal if there is high demand for laptops.
8. If the laptop is not returned within three hours, it will be reported stolen, campus police will be notified and \$2000.00 will be charged to the Borrower's record.
9. The laptop must be returned at least thirty minutes prior to the LRC closing, even if this does not allow the Borrower the entire two hour loan period.
10. Upon expiration of the loan period, the laptop must be **returned to a staff member** at the Information Commons Desk. Do NOT leave it unattended on the Information Commons desk or any other LRC service desk.
11. The laptop's settings and/or configurations will not be altered.
12. RCCC will not be liable for any loss or damage of the Borrower's data or media.
13. Use of a laptop is granted in accordance with RCCC's Appropriate Use Policy. Violations of this policy will result in denial of future laptop use.
14. This agreement must be renewed for each academic year (August – July).
15. The LRC reserves the right to deny use of a laptop to the Borrower for any reason.

I (Borrower) agree to all terms and conditions listed in the RCCC Equipment Liability Form, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fines and/or loss of future privileges.

**Borrower Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Staff Use Only:**

I have:

- o Verified the borrower's:  RCCC ID and  Registration status.
- o Witnessed that the borrower read and signed the policy.
- o Recorded the time and date of this agreement in the workflows record.

**Employee Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Renewals:****Academic Year:** \_\_\_\_\_ **(August – July).**

I have:

- Verified the borrower's:  RCCC ID and  Registration status.
- Witnessed that the borrower read and signed the policy.
- Recorded the time and date of this agreement in the workflows record.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**Borrower:**

I (Borrower) agree to all terms and conditions listed in the RCCC Equipment Liability Form, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fines and/or loss of future privileges.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Academic Year:** \_\_\_\_\_ **(August – July).**

I have:

- Verified the borrower's:  RCCC ID and  Registration status.
- Witnessed that the borrower read and signed the policy.
- Recorded the time and date of this agreement in the workflows record.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**Borrower:**

I (Borrower) agree to all terms and conditions listed in the RCCC Equipment Liability Form, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fines and/or loss of future privileges.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Academic Year:** \_\_\_\_\_ **(August – July).**

I have:

- Verified the borrower's:  RCCC ID and  Registration status.
- Witnessed that the borrower read and signed the policy.
- Recorded the time and date of this agreement in the workflows record.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**Borrower:**

I (Borrower) agree to all terms and conditions listed in the RCCC Equipment Liability Form, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fines and/or loss of future privileges.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**Academic Year:** \_\_\_\_\_ **(August – July).****Staff:**

I have:

- Verified the borrower's:  RCCC ID and  Registration status.
- Witnessed that the borrower read and signed the policy.
- Recorded the time and date of this agreement in the workflows record.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_**Borrower:**

I (Borrower) agree to all terms and conditions listed in the RCCC Equipment Liability Form, and acknowledge that I will pay all costs associated with any damage to, replacement of, or theft of any laptop computer and related equipment checked out under this agreement. Furthermore, I understand and agree that failure to follow all written policies of this program may result in fines and/or loss of future privileges.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_