

## ACC Library Services Laptop Checkout Agreement

Only ACC students and staff with a current ACC ID and no student hold or patron bar may check out laptops. Only the person who checked out the laptop may use it. Laptops may not leave the library. Laptops must be returned 30 minutes before the library closes. Individuals may check out laptops for up to 3 hours. Depending on availability, one renewal may be allowed. Holds on laptops are not allowed.

### **Do not leave the laptop unattended.**

This agreement is binding for one academic year and will be kept on file at the library in which it was signed. By my signature below, I agree to all the following statements:

- I have read, understand and accept the above conditions.
- I understand that additional guidelines are posted on the Library's Guidelines for the Appropriate and Responsible Use of Electronic Resources page: <https://library.austincc.edu/gen-info/aup/acceptableuse.php>
- I will not leave the laptop unattended.
- I understand that leaving the library with a laptop constitutes theft.
- I accept full responsibility for the laptop and accessories and agree to reimburse ACC for the full cost of repairing or replacing laptops and accessories if they are lost, stolen, or damaged while they are checked out in my name. If the exact model is no longer available, replacement cost will be the actual price of a similar laptop or accessory in terms of quality, durability, and performance.
- I will return the laptop a few minutes before it is due so that library staff and I can follow the appropriate Check In procedure. (Laptops must be returned 30 minutes before library closing.) I will not add, delete, or alter computer hardware, software, or settings.
- I understand that failure to abide by this agreement may result in loss of laptop checkout privileges from the library.
- I understand that this agreement is good for one academic year and that I will have to sign a new agreement once it expires on the first day of each fall semester.

ACC ID # \_\_\_\_\_

Patron name (print legibly) \_\_\_\_\_

Signature \_\_\_\_\_

Staff initials \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_