

Laptop Loan

Bankier Library lends laptop computers to Brookdale Community College students for **library use only**.

Procedure

- Present your current college ID card at the 2nd floor Circulation Desk.
- Sign the Laptop Loan Agreement.
- Use your Brookdale email name and password for access to the wireless network.
- Check the battery level while you are using the laptop.
- If the computer shuts down or reboots, all files and data are erased.
- Save your work to your USB portable storage device.

Loan Period

The loan period for a laptop is four (4) hours. Return the laptop to the 2nd floor Circulation Desk at the end of the loan period or 30 minutes before closing.

Fines and Liability

The overdue fine for a laptop is **\$5.00 per hour or any part of an hour**. You are responsible for damage or theft of the laptop. The replacement cost of a damaged or stolen laptop is **\$500.00**.

Save your work to your own USB portable storage device. Files and documents saved to the desktop will be erased when the computer reboots.

Upon return, the laptop will get a battery recharge and maintenance review to ensure proper working order.

Laptop Loan Agreement

I have read the loan policy and, by signing below, agree to the terms and conditions.

Date: _____

I will return the laptop to 2nd floor Circulation Desk by _____ am pm

Name (Print) _____

Signature: _____

RETURN RECEIPT

Laptop Returned at _____ am pm

Staff signature _____