**Laptop/iPad Loan -- Terms and Conditions**

Brookdale Community College students can borrow a laptop computer or iPad from Bankier Library for use anywhere on the Lincroft campus.

**Procedure**

- Present your current college ID card at the 2nd floor Circulation Desk
- Verify that the equipment is in good working order
- Sign the Laptop/iPad 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 or attach your work to an email

**Loan Period** is four (4) hours. Return the equipment to the 2nd floor Circulation Desk at the end of the loan period or 1 hour before closing.

**Fines and Liability**

- We will check the equipment to ensure proper working order when you borrow and return
- You are responsible for damaged or lost items and parts
- Any damage to the equipment will be noted on your record and billed accordingly
- The overdue fine is $5.00 per hour or any part of an hour
- Replacement cost of a damaged or stolen laptop or iPad is $500
- Until fines or replacement fees are paid, your Brookdale account will be blocked

**Laptop/iPad Loan Agreement**

I have read the loan terms and conditions. The equipment is in good working order. By signing below, I agree to the terms and conditions.

Date: ___________________________________

I will return the ___laptop___iPad to 2nd floor Circulation Desk by ______________ am pm

Name (Print) ____________________________________________

Signature: _______________________________________________ Staff initials______________

**RETURN RECEIPT**

Returned at _________________________ am pm in good working order

Staff signature ________________________________

If equipment is damaged or parts are missing, describe condition and retain receipt:

Revised October, 2015