

## 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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: