

Halifax Community College (HCC)
Learning Resource Center (LRC)
Laptop Checkout Policy

Overview

The Learning Resource Center is pleased to offer laptop computers to Halifax Community College students. Laptops are available for checkout by students for the purposes of study, work, and/or research.

Loan Use

- Laptops are available on a first come, first served basis and may not be reserved or held for an individual.
- Laptop computers can only be checked out by currently enrolled Halifax Community College students.
- Students who have unpaid bills for lost or overdue materials are ineligible to use this service.
- Students may check out only one laptop at a time.
- A student's privilege to check out a laptop may be revoked for one semester if he/she fails to return the loaned equipment by the due date on more than two occasions.
- Students may not alter, delete, or copy any software loaded on the laptop or otherwise change its existing configuration.
- Students may not install software on the machines.
- Students may check out laptops for no more than two days. Students must wait 24 hours before checking out another laptop.
- The LRC is not responsible if a laptop or accessories are stolen or damaged during the borrower's loan period. The borrower is responsible for the laptop and accessories until it has been returned and checked in by staff.
- Laptops are loaded with special software that erases any stored data if the laptop loses power or is rebooted. Users are responsible for saving their own data to external storage devices.
- All students must sign the **Learning Resource Center Laptop Computer Loan Agreement**, accepting responsibility for the repair or replacement of the laptop and accessories in the event of loss, theft or damage. The agreement will be signed once per semester and the signed agreement will be kept on file.
- Replacement cost will be based on current market costs.

Checkout Procedure

- A student borrowing a laptop should read and agree to abide by the **Learning Resource Center Laptop Checkout Policy**. The student must sign the **Learning Resource Center Laptop Computer Loan Agreement**.
- The student borrowing the laptop is required to present a valid HCC ID card.
- The student will immediately inspect the laptop upon checkout and agree that it is in good condition and all accessories are included.
- The laptop will be checked out to the student's LRC account.

Loan Period and Renewals

- The checkout period for each laptop is 2 days.
- After checking in a laptop a student must wait 24 hours before checking out another laptop.

Check-in Procedure

- Students must return the laptop to a LRC staff member. A laptop should not be left unattended at the Circulation desk.
- Students should inform library staff of any problems that were found with the laptop so that it may be repaired or reconfigured.
- If any parts were lost, stolen, or damaged please inform the library staff member.
- A staff member will verify that all parts are present and that the laptop and all accessories are in good working order.
- The laptop will then be checked in from the student's library account.

Fines

- Students will be charged \$1.00 for each day that the laptop is overdue.
- Replacement cost prices will be based on current market costs.
- The student's account will be blocked until either the fine or the laptop is returned.

Disclaimer

The Learning Resource Center disclaims all liability for loss of confidential information or damages resulting from that loss, and accepts no responsibility for breach of privacy. We recommend that no personal information be entered at any time when using a laptop. Unless you clear the history, the cache, and the cookies yourself, your privacy is at risk. If you log in to any services, please be certain to log out. The LRC is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software.