

**Learning Resource Center**  
**Laptop Computer Loan Agreement**

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.

By signing the **Learning Resource Center Laptop Computer Loan Agreement**, I agree to the following:

I will immediately inspect the Laptop and agree that it is in good condition.

I will not tamper with hardware or existing software.

I will not install any software to the laptop.

I agree to notify the LRC immediately if this equipment is damaged, lost, stolen, or malfunctioning.

I agree that my privilege to check out a laptop may be revoked for one semester if I fail to return the loaned equipment by the due date on more than two occasions.

I understand that I can check out a laptop for no more than two days and that I must wait 24 hours before checking out another laptop.

I agree to accept full financial responsibility for failure to return the Laptop and accompanying equipment, and any damage incurred to the Laptop while it is under my care. I understand that I will be charged \$1.00 for each day that the laptop is overdue and any replacement cost will be based on current market cost. I further understand that a block will be placed on my account until either I pay all fines and/or laptop replacement cost.

I agree that 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.

I agree that the LRC is not responsible for damage to any removable drive or loss of data that may occur due to malfunctioning hardware or software or liability that may occur from use of this device or malfunctioning library hardware or software.

I will not violate any of the policies specified in the Learning Resource Center, **Laptop Checkout Policy**, or **HCC Internet Acceptable Use Policy**. I have read these policies and I understand that violation of these policies may result in revocation of my library privileges.

Student Name(Print)\_\_\_\_\_ Student Signature\_\_\_\_\_

Date\_\_\_\_\_ Student ID #\_\_\_\_\_