

SWOCC Library Laptop Loan Agreement

General Information

- Laptop checkouts are for currently enrolled students only.
- Students must have:
 - Coastline library card in good standing. (An [application](#) is available on the SWOCC Library website.)
 - Proof of enrollment (such as a current class list).
- Laptops check out for the full term, and they must be returned in good condition by the last day of finals week.
- Laptop checkout renewals for future terms cannot be guaranteed. Please inquire about our wait list.
- Failure to return a laptop in good condition will result in:
 - Ban from future technology checkout.
 - Locking, wiping, and/or reporting the laptop as stolen.
 - Holds on Coastline library account.
 - Holds on SWOCC student account.
 - Fees to repair or replace hardware and accessories.
- Please contact the library at library@socc.edu, 541-888-7270, or Tioga Hall 2 if you need to make special delivery or return arrangements. This also includes Curry students attending the Brookings campus.
- Please contact SWOCC ITS at 541-888-7999 or Randolph 7 for technical assistance including software installation and remote help.

Procedure

- Contact SWOCC library for laptop checkout and pickup.
- Internet access is required the first time you log in for authentication purposes. It is not necessary afterwards.
- Sign in to the laptop with your SWOCC ID and password.
- Laptops have OneDrive cloud storage. Sign in to your student account to access your files from any device.
- Laptops have pre-installed software including Microsoft Office 365. Sign in to your student account the first time you open Office.
- Return laptops to the library by the last day of finals week or reach out to make special arrangements.

Acceptable Use Agreement

I, the student, agree that:

- I will not use this computer for illegal activities.
- I will not modify the hardware of this computer.
- I will not bypass the security on this system to gain unauthorized access.
- I will return the laptop on time, or I will contact the library to make special arrangements.
- I will be held responsible for damage to this system while it is in my care.
- All data saved on the laptop will be deleted once it is returned to ITS.
- I understand the laptop location is always tracked.
- I read and understood the information presented in this loan agreement form.

ID Number	Student Name	Signature	Today's Date

Checkout Details

Laptop Name:	Due Date:
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