Borrower Agreement for Laptop Computers
Ivy Tech Community College Fort Wayne Library

Last Name:____________________ First Name:____________________
Phone:____________________ Email Address:____________________

CONDITIONS OF LOANS
- Laptops are for use by Ivy Tech students currently enrolled in courses only. Ivy Tech Student ID must be presented at checkout.
- Laptop computers are available for checkout only to students who have completed their first semester, have a cumulative GPA of 2.0 or above, and have a recommendation from a professor in whose class you are currently enrolled.
- All items checked out will be inspected for physical damage and missing accessories at the time of return. Inspection and check-in may take several minutes, and the borrower needs to stay at the counter with staff until check-in is finished. Library staff will determine if the laptop is in good working order or if it has been tampered with or damaged.
- Borrower agrees to follow all policies and procedures concerning use of Library equipment and Library policies with regard to late returns and fines. **Borrower agrees to pay Ivy Tech Community College for the loss or damage to any piece of equipment or accessories borrowed, up to and including the total replacement cost of lost or damaged equipment.**
- Laptops may be checked out for a maximum of two weeks and renewals are up to the discretion of staff. Renewals must be made in person with all equipment present. Return the laptop to a **staff member at the Circulation Desk. Do not place in Book Drop as this may cause physical damage to the laptop.**

OVERDUE POLICY
- **There is a zero tolerance policy for late returns.** If a laptop is returned late, laptop borrowing privileges will be suspended for the semester or indefinitely.
- An overdue fee of **$10.00 per library business day** will be charged for late returns. This is a flat rate fee and will not be adjusted based on hour of return. **If the laptop is not returned on time, then the replacement cost (approximately $750.00) will be charged to your account until the laptop is returned.** When the laptop is returned, the charge will be adjusted to the accrued late fees.
- Students are responsible to pay for **all accrued late fees even if the laptop is returned.** All fines or replacement costs must be paid at the Bursar’s Office. Unpaid fines may result in a hold on your account preventing you from renewing or checking out library materials, registering for classes, etc.
- **If circumstances arise that prevent you from returning the laptop on the date due, call the library at 260-480-4172 as soon as possible. Otherwise late fees will be charged and privileges may be revoked.**

ITEMS CHECKED OUT:
- _____ Dell Latitude E5550 laptop, with battery, and 8GB Ram
- _____ carrying case with strap
- _____ recharger and cord

I have received the above checked equipment in good working order, and agree to return it in the same condition on the date listed below. I have read and understand the Conditions of Loans, and agree to follow them and pay fees as required.

Signature:________________________________________ Date:_________

Date Due:________ by:________ (staff put time as 15 min. before closing)
Borrower Initials:_______ Staff Initials:_______
ITEMS CHECKED IN:
___ Dell Latitude E5550 laptop, with battery, and 8GB Ram
___ carrying case with strap
___ recharger and cord

___ I certify that the items checked above are in working order.
or
___ I experienced the following problem with the laptop and/or its components:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Borrower:____________________________________________________

Date:______________________ Time:______________________

Staff Notes (communications sent or received, other internal notes)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Staff Signature:____________________________________________________

Date:______________________ Time:______________________