

**Cuesta College Library**

**Electronic Device Loan Policy/Agreement**

The Cuesta College Library has a limited number of Chromebooks, Hotspots, and Lenovo Thinkpad or T-14 Laptops available for checkout by enrolled Cuesta College students. Students may check out one Hotspot plus one Chromebook or one Laptop at a time. Each device comes with a carrying case and charging/power cable. To check out a device, please read over the following policy, initial in each blank space, and fill out the last page.

**Checkout Procedure**

Hotspot/Laptop: Visit the SLO Library Reference desk or email [address] for NCC pick-up.

Chromebook: Visit the SLO Library Reference desk or Student Services desk at North County Campus Center.

\_\_\_\_\_ A Cuesta College Student ID card (preferred), current class schedule or a valid government-issued photo ID will be required to complete the checkout process. First-time borrowers must initial and sign this Electronics Loan Policy/Agreement Form, which will be kept on file for one semester.

\_\_\_\_\_ Borrowers with late fees on their account may not check out a device until all fees are reconciled.

\_\_\_\_\_ Laptop checkouts require an Instructor/DSPS approval form or arrangements can be made by emailing the Library at [address]

**Loan Period**

\_\_\_\_\_ Electronic Devices are available for a semester checkout period. Devices are not checked out over semester breaks. All Devices are due on the last day of the current semester.

**Renewals**

\_\_\_\_\_ Renewals are not allowed.

**Reservations**

\_\_\_\_\_ Devices are available on a first come, first served basis. They cannot be reserved or set aside.

**Check-in Procedure**

\_\_\_\_\_ Devices must be returned in-person during open hours (M-F 8 am to 4:30 pm). Upon return, each Device will be inspected for damage and to ensure all accessories have been accounted for. Devices must be in clean, working order or a fee may be assessed based on the severity of the damage. Devices are NOT to be returned in any of the book drops, as this may damage them, and students will be responsible for any damage incurred.

**Late Fees**

\_\_\_\_\_ There is no grace period for late fees. If a device is late more than two weeks, it will be considered lost, and the student will be responsible for the replacement cost of the device.

 The late fee for a Hotspot is $1/hour, up to $25.00.

 The late fee for a Chromebook is $5/day, up to $50.00.

 The late fee for a Laptop is $10/day, up to $250.00.

\_\_\_\_\_ Late fees may cause a hold to be placed on a student’s account, preventing them from registering for classes and/or checking out library materials.

**Damage, Loss, or Theft**

\_\_\_\_\_ Students are responsible for any costs associated with the damage, loss, or theft of Electronic Devices and accessories. Devices must not be left unattended for this reason. Devices will be inspected for damage at the time of check in. If it is later discovered that the Device is damaged, a fee may be assessed. If an item is lost or cannot be fixed, the replacement fees are as follows:

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| --- | --- | --- | --- |
|  | **Items Received/Replacement Value****(initial next to each)** |  | **Items Received/Replacement Value** **(initial next to each)** |
| \_\_\_\_ | Lenovo ThinkPad Laptop: $820 | \_\_\_\_ | Lenovo Chromebook: $250 |
| \_\_\_\_ | Lenovo ThinkPad Carrying Bag: $50 | \_\_\_\_ | Lenovo Carrying Bag: $30 |
| \_\_\_\_ | Lenovo Power Adapter and Cord: $60Ion battery: $150 | \_\_\_\_ | Chromebook Power Adapter and Cord: $30 |
|  | **Items Received/Replacement Value** **(initial next to each)** |  | **Items Received/Replacement Value** **(initial next to each)** |
| \_\_\_\_ | Lenovo T-14/T490 Laptop: $1450 | \_\_\_\_ | Hotspot: $70 |
| \_\_\_\_ | Lenovo Carrying Bag: $30 | \_\_\_\_ | Carrying Case: $5 |
| \_\_\_\_ | Lenovo Power Adapter and Cord: $57 | \_\_\_\_ | Charging Cable: $10 |

\_\_\_\_\_ Any damaged or missing devices or accessories should be reported to the Library Staff immediately at circulation@cuesta.edu. Stolen or lost items should also be reported to the local police department within 48 hours. If the device and/or accessories are lost on campus, this should also be reported to the Cuesta College Police Department within 48 hours as well as Library Staff at circulation@cuesta.edu.

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| SLO Campus Library: [email address] | North County Campus Library: [email address] |
| SLO Campus Police Department: phone | NC Campus Police Department: phone |

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**STAFF USE ONLY:**

**Staff Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_**

**HotSpot Label Name & #/Barcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chromebook/Laptop Label Name & #/Barcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Due Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checkout procedure checklist**

🞎 Agreement initialed, signed and filed
🞎 No bills/holds on account

🞎 Instructor Loan Form completed & signed, or email communication confirmed (laptop only)