



## Skyline College Library Technology Loan Agreement Expires Annually on June 30th

The loan of Skyline College Library technology is limited to currently enrolled students, faculty, and staff of the San Mateo Community College District. A current *Skyline College Library Technology Loan Agreement* must be completed and kept on file.

By signing below, the student agrees to keep the borrowed library property and accessories safe, secured, and protected from potential sources of damage or theft. The student further assumes the financial risk of loss by theft, destruction, or damage to any library technology and/or accessories.

### Lending Rules for Skyline Library Technology and Accessories

#### iPads

- Check Out Period – 3 days
- No Renewals
- Overdue Fines - \$5 per day
- If not returned in 3 days of due date: \$700 fine + a \$10 collection fee

#### Laptops

- Check Out Period – 2 hours, Library use only
- No Renewals
- Overdue Fines - \$5 per hour
- If not returned at closing: \$1,300 fine + a \$10 collection fee

Lost items will also incur a hold on academic records when applicable. All technology accessories must be returned at the same time as the borrowed item. The materials must be returned to the Skyline College Library Circulation Desk. They cannot be put in the downstairs return bin.

\_\_\_\_\_ I have read and agree to comply with the *Skyline College Library Technology Loan Agreement* and the *Skyline College Library Computer Use Policy*.

\_\_\_\_\_ I accept responsibility for damage to or loss of library property checked out to me. I also understand that if the library property or any accessory is lost, damaged, or stolen while it is checked out to me, I am financially responsible for all repair or replacement costs.

\_\_\_\_\_ I agree to report any damage to the library property or accessories to Skyline College Library personnel immediately. I further agree to return all borrowed library equipment to the Skyline College Library promptly upon request.

\_\_\_\_\_ I agree that the Skyline College Library may use any appropriate means to collect the amount owed for fines, and understand that any unpaid fines may affect my ability to register for classes, obtain transcripts, and/or graduate.

\_\_\_\_\_ I agree that failure to comply with any of these guidelines will result in the loss of borrowing privileges.

|                      |                       |
|----------------------|-----------------------|
| Last Name (Printed): | First Name (Printed): |
| Library Card Number: | Student ID (G#):      |
| Signature:           | Date:                 |

**Staff Use Only:**

|                  |       |
|------------------|-------|
| Staff Signature: | Date: |
|------------------|-------|

**Skyline College Library iPad Staff Checklist:**

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|  | Verify that patron signed Loan Agreement Form and initial after each statement                             |
|  | Fill in <b>Staff Use Only</b> Section (Sign and date form)   |
|  | Enter G# into patron record  |
|  | Check out iPad or laptop to patron   |
|  | Photocopy first page of signed loan agreement and provide photocopied form to patron                       |
|  | Insert note into patron record, ex: <b>"2016 Sep 28 – Skyline Technology Loan Agreement signed. kl/cy"</b> |
|  | File loan agreements in the technology binder by patron's last name  |