

**LIBRARY MEDIA CENTER**

**WIRELESS LAPTOP LOAN PROGRAM / LATITUDE C600**

**FOR USE IN THE LIBRARY BUILDING ONLY!**

**Agreement of Use & Responsibility for 3 Hour Loan**

**To be filled out by STAFF:**

PLEASE VERIFY PICTURE ON ID

Date Borrowed: \_\_\_ / \_\_\_ / \_\_\_

Time Borrowed: \_\_\_ : \_\_\_ am / pm

Time Due: \_\_\_ : \_\_\_ am / pm

Time Returned: \_\_\_ / \_\_\_ / \_\_\_

Given By: \_\_\_\_\_

Returned to: \_\_\_\_\_

**Students MUST leave 2 forms of ID with the attendant until the equipment is returned!**

Student's ID Barcode: \_\_\_\_\_

Service Tag # \_\_\_\_\_ KBCC KIN#: \_\_\_\_\_

**NEVER LEAVE YOUR LAPTOP UNATTENDED**

**To be filled out by STUDENT:**

PLEASE READ CAREFULLY BEFORE SIGNING.

Print full name: \_\_\_\_\_  
(First) (Last)

Phone number where you can be reached: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

The borrower is responsible for returning the laptop computer directly to the **Library Media Center Desk** (and wait until the staff has checked-in the equipment) on time and in working order. Loan period is Three hours (3) only. **LATE FINES ACCRUE AT THE RATE OF TWENTY-FIVE DOLLARS (\$25.00) PER HOUR TO A MAXIMUM OF \$500.00. If any piece is not returned, there will be replacement fee plus a \$10.00 service fee. Once a bill has been created, a processing fee of \$10.00 is incurred, even if the item is then returned.** By signing this document, I agree to pay all fines and replacement costs up to the maximum of \$2500 if the laptop is lost, stolen or damaged (both hardware and software) plus overdue fine and service fee. Furthermore, I agree to abide by the Computer User Responsibilities of the City of New York, copies of which may be found on our *Robert J. Kibbee Library* website, (<http://www.kbcc.cuny.edu/kcclibrary/>) or posted at the library media center. I also agree that the laptop assigned to me is for my use only.

Noncompliance with the above conditions will result in the suspension of my participation in the Laptop Project and may lead to transcript and graduation suspensions.

Borrower's Signature: \_\_\_\_\_

I will return this laptop three hours from now, on: \_\_\_ : \_\_\_ am / pm

**ONCE THE LAPTOP IS TURNED OFF ALL DATA ON THE HARD DRIVE WILL BE LOST!**

# KINGSBOROUGH COMMUNITY COLLEGE

## ROBERT J. KIBBEE LIBRARY

### LIBRARY MEDIA CENTER

#### WIRELESS LAPTOP CHECK-OUT/CHECK-IN FORM

#### DELL LATITUDE C600 (3 Hr. Loan)

KBCC KIN# \_\_\_\_\_

SERVICE TAG# \_\_\_\_\_

<b>COMPONENTS</b>	<b>Borrowed</b>
Dell Latitude C600	<input type="checkbox"/>
Diskette Drive	<input type="checkbox"/>
Memory Stick (USB)	<input type="checkbox"/>
Battery	<input type="checkbox"/>
Received Two forms of ID	<input type="checkbox"/>
D-LINK Wireless PCMCIA card	<input type="checkbox"/>
<b>RETURN CHECK</b>	
1. Laptop Starts?	<input type="checkbox"/>
2. Memory count?	<input type="checkbox"/>
3. D-Link PCMCIA returned?	<input type="checkbox"/>
4. Battery	<input type="checkbox"/>
5. Diskette Drive	<input type="checkbox"/>
6. Diskette drive present?	<input type="checkbox"/>
7. Windows XP works?	<input type="checkbox"/>
8. USB Key Returned?	<input type="checkbox"/>
IDs returned to Student?	<input type="checkbox"/>

<b>Use the space below for any comments:</b>

Media center attendant name: \_\_\_\_\_