

GTCC LRC/Libraries Equipment Lending Policy

Definition of Equipment

In this document equipment means a laptop computer, a wireless card, or other computer peripheral owned by GTCC and lent to borrowers through the GTCC Libraries.

Forms

- Each student borrower must sign an Equipment Liability Form each semester (see below).
- Each GTCC employee borrower wishing to borrow equipment for off-campus use must sign a [Request for Usage of GTCC Equipment Off-Campus](#) form (see below). This form must be signed by the employee's supervisor.
- Each student borrower must read this GTCC Libraries Equipment Lending Policy before signing the Equipment Liability Form.
- By signing the Equipment Liability Form, the student borrower agrees to the terms, conditions, and financial responsibilities delineated in the policy.
- A note indicating the date the student borrower read the Policy and completed the Equipment Liability Form will be added to the borrower's record.
- Library staff shall file completed Equipment Liability Forms throughout each semester and shall retain the records of those borrowers who remain liable to GTCC until that liability is nullified.

Who May Borrow

- GTCC curriculum students who are currently enrolled in curriculum courses at GTCC.
- GTCC employees.

Where to Borrow

- Equipment is borrowed at the Jamestown library Circulation Service Desk. There are no exceptions to the required borrower credentials and deposit.
- One laptop is available at both the Greensboro and High Point Campus libraries for GTCC employees.

Borrower Credentials and Student Deposit

Curriculum Student Credentials

- A student ID validated for the current semester
- A second form of photo identification
- No outstanding library fines
- No overdue library materials of any kind
- Borrowers who have previously stolen, lost, damaged, or defaced any equipment may not borrow equipment.

Curriculum Student Deposit

- The student ID and the second form of identification
- Car keys or other item of value to the borrower
- Book bag, if borrower is in possession of one
- The deposit shall be retained with library staff at the Circulation Service Desk until the student returns the laptop in the condition in which it was borrowed.

GTCC Employee Credentials

- GTCC employee picture identification

Location of Use

- Equipment borrowed by curriculum students from the GTCC library is for use within the GTCC Jamestown Campus LRC building only and may not leave the Learning Resource Center at any time.
- Equipment borrowed by GTCC employees may be removed from the LRC building or taken off-campus. If the equipment is to be used off-campus, the GTCC employee borrower must complete the [Request for Usage of GTCC Equipment Off Campus](#) form each time the equipment is borrowed for use off-campus.

Number of Items

- Only one laptop, wireless card, or other type of equipment may be borrowed at a time.

Responsibility

- Library staff will inspect equipment for preexisting damage or defacement and will verify that equipment is in working order before lending. Library staff will note any preexisting damage.
- Thereafter, the borrower is liable for replacement of any and all lost, damaged, or defaced components.
- Library staff will inspect equipment for working order and new damage or defacement when a borrower returns it and before returning the borrower's

deposit.

- Borrowers of library equipment are wholly responsible for that equipment once it is lent to them.
- Borrowers must never leave any equipment unattended.
- Eating or drinking is not allowed while using borrowed library equipment.
- Borrowers are responsible for the payment of fines or replacement costs incurred from the borrowing of equipment.
- Borrowers must adhere to the GTCC and the GTCC Libraries Computer Use Policies.
 - See GTCC Management Manual 2.0351 (<http://www.gtcc.edu/publications/managementManual/docs/internet.pdf>)
 - See GTCC Library Computer use policy (<http://www.gtcc.edu/lib/internetpolicies.html>)
- Downloading copyrighted material other than that provided by GTCC is not allowed. This includes movies and music.
- Audio or video streaming is not allowed.
- GTCC is not responsible at any time or under any circumstance for problems on personally owned computers or other equipment.
- Placing any type of personal information on borrowed equipment is not allowed. See the GTCC [Information Security and Confidentiality Policy](http://www.gtcc.edu/publications/managementManual/docs/InfoSecurityConfidentialityPolicy.pdf) at <http://www.gtcc.edu/publications/managementManual/docs/InfoSecurityConfidentialityPolicy.pdf>.

Borrowing Rules

- Borrowers may not borrow any equipment for someone else.
- Lending is on a first-come-first-served basis, and equipment may not be reserved in advance.
- For students, equipment is loaned for a period of 2 hours.
- For GTCC employees, equipment is loaned for a period of 2 weeks.
- Equipment must be returned 30 minutes before the library closes. (<http://www.gtcc.edu/lib/libraryhours.htm>)

- For students, one equipment renewal period is allowed if no one else is waiting to use that equipment.
- No renewal is available for GTCC employees.
- All equipment must be returned by the person who borrowed it.
- Equipment must be returned to an LRC staff member at the Circulation Service Desk.
- Library staff will inspect the equipment immediately upon its return.
 - Laptops will be inspected for an intact battery and CD/DVD drive.
 - All equipment will be inspected for damage or defacement.

Fines

- For student borrowers, fines will be assessed at a rate of \$10.00 per hour after the initial two-hour lending period for each piece of equipment lent.

Replacement Costs

Three hours after the equipment is due, it will be declared stolen. The borrower will be assessed the following fees:

- \$1,500.00 replacement fee for a laptop
 - \$100.00 replacement fee for a wireless card.
 - \$100.00 for other peripherals.
- Library staff will immediately report the stolen equipment to campus police.
 - If this property is found to be stolen, you could be charged with a felony.

Refunds

- If equipment is returned in the condition in which it was lent after having been declared lost, fees will be cancelled, less a \$20.00 processing fee for each piece of equipment lent.

Billing

- Borrowers with fines will be billed immediately. GTCC has means for collecting monies due it.

Staff Duties

Before lending equipment

- Staff must assure the borrower has read the GTCC Libraries Equipment Lending Policy.
- Staff should lend Instructional Technologies equipment to GTCC employees if possible.
- Staff must assure the borrower has signed the Statement of Liability.
- Staff shall inspect all equipment for preexisting damage or defacement and will verify that each laptop is in working order.
- Staff shall verify that embedded security devices are intact.
- Staff will immediately report stolen equipment to campus police.

Accepting equipment for return

- Staff shall inspect each piece of equipment for damage or defacement when a borrower returns it and before returning the borrower's deposit.

- After verification that the borrower has returned the equipment in the condition in which it was lent, staff will return the borrower's deposit to the original borrower only.
- Laptops will be returned to their storage area and immediately connected to power for recharging.
- Peripherals will be returned immediately to their designated storage area.

Liability Forms

- Staff shall retain indefinitely all Equipment Liability Forms for borrowers who have accrued fines.
- Staff shall note accrued fines and fees in the library database borrower record.
- Staff shall report fees due to the appropriate GTCC administrative agency.
- Staff shall destroy in a secure manner Equipment Liability Forms (shred) and library database borrower notes applying to a successful borrowing transaction at the end of each semester.

Statement of Liability

My signature below verifies that:

- I have read, understand, and promise to adhere to the GTCC Libraries Equipment Lending Policy.
- I am fully responsible for the equipment I borrow and will pay for the repair or replacement of any equipment I borrow from the GTCC libraries.
- I will not hold GTCC liable for any damage to my own equipment.
- I understand and agree that failure to follow the GTCC Libraries Equipment Lending Policy can result in fines or loss of future privileges.

Print Your Full Name: _____

Signature: _____

Semester _____ Year _____

Today's Date: _____

Student ID number: _____

Address:

Street _____

City _____

Zip _____

Email _____

Phone () _____

The form on this page is for your information. Do NOT print & sign.
The copy that you will sign is kept at the Circulation Desk.

Staff Use Only:

I have verified the borrower's ID and second form of photo ID in the library database system.

I have verified that the equipment I have just lent has been inspected for working order and for preexisting damage or defacement.

I have checked out all equipment in the library database system.

Name: _____

Date: _____

Time: _____

GTCC
REQUEST FOR USAGE OF GTCC EQUIPMENT OFF CAMPUS

I hereby request permission to remove (for school purposes only) the following equipment item(S) from GTCC property:

DATE OF REQUEST: _____ DEPARTMENT: _____

REQUESTED BY: _____ ITEM DESCRIPTION: _____

STATE ID NUMBER (838): _____ SERIAL NUMBER: _____

DATE & TIME FOR REMOVAL: _____ CURRENT LOCATION OF

ITEM: CAMPUS _____ BLDG. _____

ROOM # _____ DATE & TIME TO BE RETURNED: _____

APPROVED BY: _____ **DATE:** _____ (DEPARTMENT
HEAD/SUPERVISOR)

_____ **DATE:** _____ (INVENTORY CONTROL)

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