

Blue Ridge Community College Library

Laptop Check Out Agreement

Contract Agreement

I, _____, hereby acknowledge receipt of one (1) Laptop, charger, and carrying case and understand that I am financially liable for any and all damages or loss of equipment while checked out to me in my possession. In the event that said equipment is stolen or damaged while in my possession, I assume full financial responsibility for the replacement/repair costs. Furthermore, I understand that if I do not pay any and all charges, my Blue Ridge Community College account will be charged the full replacement cost of the laptop, currently **\$830.00**. Failure to pay will prevent me from graduating, registering for classes, transferring to another college, or receiving my transcripts.

I understand that the check-out period is for **one (1) semester only** and that the laptop, charger, and carrying case must be returned to the library in good working condition prior to the last day of classes of the following semester: _____. I agree that if I do not return these materials by the due date, or if the equipment is returned damaged, my Blue Ridge Community College account will be charged any and all replacement/repair costs.

I understand and agree that the laptop is not to be used for commercial or non-academic purposes, and will not be shared with others. I will not remove or tamper with any software installed by the College, modify system settings or load personal software onto the laptop. Blue Ridge Community College is not responsible for any costs related data usage or others costs incurred by using the laptop inappropriately.

The Blue Ridge Community College Library reserves the right to demand the return of this equipment at any time.

Student Signature: _____ Date: _____

Staff Member: _____ Staff Signature: _____

Student Information

Student ID: _____

Student Name: _____

Student Email: _____

Equipment Information

BRCC Asset Tag: _____ Library Item Number: _____

Laptop Serial Number: _____

