

Laptop Check-out Agreement

The Wilson Community College Library is pleased to offer currently enrolled students the opportunity to check out laptops. Below is the process for checking out the laptops:

Checkout Requirements:

- Laptops must be checked out in person by the student. ID Required.
- Students are allowed to check out only one laptop at a time.
- Laptops can be checked out for one semester.

Laptop Return Process:

- Laptops are due after the student's course ends. The return date will be established during check-out based on the student's program enrollment.
- Students will receive an email and phone call before the return date.
- If the laptop is not returned within one week of the email, the student will be notified via phone.
- If the laptop is not returned within one week of the phone call, the student will receive a certified letter.
- If the laptop is not returned within ten days of the certified letter, further collection processes will be initiated, including notification of local law enforcement and other state agencies.

Guidelines for Laptop Usage:

- Laptops must be secured. The user is responsible for the device the entire time it is checked out to them.
- Laptops are college-owned devices and must be used per the Wilson Community College Acceptable Use Policy, which is located on the college website.
- ★ It is crucial that the laptop is returned in the same condition in which it was checked out. Failure to do so will result in the revocation of Laptop Checkout privileges.

Laptop Information

Model #	
Serial #	
Call #	
WCC Asset Tag	

Student Information

Student Name	
Student ID	
Email	
Phone # & Carrier: *If you would like to receive text messages	
Address	
Check-out Date	
Return Date	
Signature	

By signing this agreement, the student indicates that they have read, understand, and will comply with all of the terms and conditions listed above.