**Laptop Check-out Agreement**

The Wilson Community College Library is pleased to offer laptop check-out to currently enrolled students.

**Check-outs and Returns**

* Laptops must be checked out in-person by the student. A picture ID and the student’s course schedule must be shown at time of check-out.
* A student may only check-out one laptop at a time.
* The check-out duration is for one semester.
* The laptop is due back the day after the student’s course ends. The return date will be established at the time of check-out based on the student’s course enrollment.
* Students will be notified by email one week prior to the return date.
* Students that fail to return the laptop with one week of the email, will be notified via a phone call.
* Students that fail to return the laptop within one week of the phone call will be sent a certified letter.
* Students that fail to return the laptop within 10 days of the certified letter will be subject to further collection processes up to and including notifying local law enforcement and other state agencies.

**Usage**

* Laptops must not be left unattended. The user is responsible for the device the entire time it is checked out to them.
* Laptops have software installed that erases data upon each reboot. Therefore, it is the responsibility of the student to save their data to either cloud storage or an external storage device such as a USB flash drive.
* Laptops are college-owned devices and therefore must be used in accordance with the Wilson Community College Computer and Internet Use Policy, located on the college website.

**Laptop Information**

|  |  |
| --- | --- |
| Model and Serial Number |  |
| WCC Asset Tag |  |

**Student Information**

|  |  |
| --- | --- |
| Student Name |  |
| Student ID |  |
| Email |  |
| Phone |  |
| 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.