Equipment & Technology Checkout Agreement

1. Patrons must present their CVTC ID and submit this form and the Equipment Use Agreement Student Release form, assuming complete responsibility for loss or damage to the equipment during the corresponding academic school year. Note: Replacement/repair costs may be as high as $2,000 per item.
2. Equipment must be checked out and returned to the CVTC Library Desk during regular hours of Library operations. Hours vary depending on term and can be found at www.cvtc.edu/library.
3. All equipment, including reserved items, are subject to availability. The maximum checkout length is 7 days.
4. Reserved equipment must be picked up by the patron who made the reservation. Reservations may be canceled online or by phone (715-833-6285) with ID verification during Library hours.
5. Because we cannot guarantee equipment will be returned on time by other patrons, we cannot guarantee availability of equipment. Reserved equipment will be held for a maximum of 2 hours past the reservation date/time. After this time, it will be available on a first-come, first-serve basis.
6. Patrons MUST return equipment, including all cables, power supplies, cords, bags, and other accessories by the specified time. A LATE FINE WILL BE CHARGED AT THE RATE OF $2.00 FOR EACH HOUR OR PORTION OF AN HOUR THEREAFTER including hours for which the Library is closed. After 7 days the equipment will be declared non-returned and the patron will be billed for a full replacement value including the maximum overdue charge. At this time, a hold will be placed on the patron’s CVTC account.
7. Any patron returning equipment late on more than three occasions may be barred from checking out equipment until the next semester. IT IS THE RESPONSIBILITY OF THE PATRON TO VERIFY THE DUE DATE AND TIME. This can be viewed online or a paper due date slip can be requested at the Library desk.
8. If your account balance exceeds $20.00 or greater and you fail to make a payment, your balance will be referred to the CVTC Business Office where a hold will be placed on transcripts and registration. If the account is referred to small claims court or a collection agency, you will be responsible for attorney, court, and collection costs associated with this referral.
9. CVTC General Access computer policies apply to the use of laptop computers, iPads, and e-readers. Software installations are prohibited on laptops.
10. Patrons must delete their passcode from iPads at the time of check-in. If the patron fails to delete the passcode and yield the device unusable, s/he will be charged for the full replacement value of the iPad.
11. All equipment must be returned in person to the CVTC Library desk. Any equipment found in the Library book drop will be assessed a $5.00 fine and any costs associated with damage or replacement.
12. Any exceptions to this agreement must be made with Library staff, including exceptions for checkout length, number of items eligible to be checked out, etc.
13. If you are experiencing hardware or software problems, please call the CVTC IT Help Desk at 715-833-5555.

I agree to the above terms:

Name_____________________________________________________________

Signature______________________________________Date________________

CVTC ID Number____________________________________________________