

## Yuba College Library

### Laptop And Tablet Checkout and Use Policy

#### Qualifications for Borrowing Laptops and Tablets

- You must be a currently registered Yuba College or Woodland Community College student.
- You must obtain a Yuba College library card.
- You must sign a Yuba College Library Laptop/Tablet Computer Checkout Agreement to be kept on file in the Library. All terms of the agreement are in force for every checkout.

#### Availability & Time Limits

- Laptops and tablets are available on a first come, first served basis. They cannot be reserved ahead of time.
- If you have a Library fine, you will not be able to check out a laptop or tablet until the fine is cleared.
- Checkout is for 1 day for laptops and 3 days for tablets.
- Laptops and tablets must be returned to and checked-in by Library Circulation staff.  
**Never return a laptop or tablet in a Book Drop.**
- Checkout is limited to one (1) laptop or tablet per student at a time.
- Laptops and tablets must be returned to the Circulation Desk 1/2 hour before the Library closes.
- Library staff is not responsible for instruction in the use of laptops or tablets. It is assumed that if you check out a laptop or tablet you can operate it without help.
- Personal software may not be loaded onto the laptop or tablet. All user files will be deleted from the hard drive.

#### Use of Laptop Computers:

- Do not leave equipment unattended at any time. Equipment that is found unattended in the library will be returned to the Circulation Desk by library staff and it will be noted in the student's circulation record. If this occurs a second time – the student will lose equipment borrowing privileges for the semester.
- **Important:** On laptops: All user files will be removed from the equipment's hard disk when the computer is powered off. Anything you save to the hard drive will be lost. The library is not responsible for deleted files.
- **Important:** On laptops: Save your files often to removable media (we recommend using a USB flash drive).

- **Printing and Saving:** Printing is not available on the laptop or tablet computers. You must save files to a USB drive, CD, DVD, or email them to yourself. If on campus, you may then open the file to print on one of the student-access desktop computers.
- If laptop or tablet is used in library, audio files must be played only when using headphones.
- **Network Connection:** The laptops and tablets have access to the Internet, Library resources, and email through a wireless network connection. They can be used anywhere that wireless is available on the Yuba College campus. Off campus, students will need to use publicly available WiFi.
- **Power:** The laptops and tablets have battery power. However, an AC adapter will be provided in case the laptop or tablet battery is not fully charged.
- Students are responsible for any violations of the YCCD Computer and Network Usage Policy (AP 3729) and all other applicable State or Federal laws or contractual agreements.

### **Fines & Liability**

- You are responsible for the laptop and tablet and its accessories until it is returned to and checked in by Library Circulation staff.
- Overdue fines are \$5.00 **per hour**.
- You will be billed for any missing accessories.
- Replacement cost of a lost, stolen, or damaged laptop computer will be
  - No less than \$600.00 for the laptop. No less than \$200.00 for the tablet.
  - Plus accessories, if any
  - Plus the processing fee of \$10 per item (includes power cord, carrying case, tablet case)
- Check out of laptops and tablets implies agreement with the following statement:

“I agree to pay all costs associated with damage to this laptop or tablet computer or its associated peripheral equipment or its replacement costs should it be lost or stolen. I understand that the replacement cost for this laptop computer will be no less than \$600.00, plus accessories, if any, and no less than \$200 for this tablet computer, plus the processing charges of \$10 per item lost, stolen, or damaged.”