

## **Library Media Center (LMC) Title III Laptop Checkout Guidelines:**

### **Acceptable Use:**

- Use of LMC computers/laptops is limited to the applications listed on the menus available on the screen. The computers/laptops and related equipment are for use of BC students and staff, as designated by the Library Media Center.
- Computers/laptops users may not alter system configurations, defaults, system settings, system files, program files, data files, desktop configuration, or colors, unless approved by the Library Media Center.
- Checkout is limited to North America or other countries as approved.

### **Unacceptable use of laptop includes (but is not limited to):**

- Any violation of Bellevue College policies/procedures regarding the use of state owned computers/laptops.
  - Any activity which violates any college policy or city, state or federal laws, including copyright violations.
  - Any attempt to gain unauthorized access to others' computers or files. This includes, but is not limited to accessing or modifying files, and downloading to or from any network drive or the hard drive of any Bellevue College computer, whether or not security is in place.
  - Any activity listed below will not be tolerated.
1. Downloading, streaming or viewing obscene materials
  2. Propagation of computer viruses
  3. Distribution of unsolicited advertisements
  4. Use of the computers in a malicious or threatening manner.
  5. Alteration of hardware and software configurations.
  6. Theft or damage to computer hardware and peripherals.
  7. Use for private or personal business. Computers may not be used for commercial purposes.

### **Loss or damage:**

- **A fine of \$700 will be charged for any damaged or stolen equipment. This may also result in a block placed on the student's academic records and registrations until the fine is paid. There will be no exceptions.**
- **Loss or damage is to be reported immediately to the Library Media Center staff.**

Violation of this policy may result in loss of privilege to use Library Media Center computers. Violations of the Student Code of Conduct will be referred to the Dean of Student Success (Student Discipline Officer) for investigation.

### **Fines:**

Quarterly laptops are due back at the end of the quarter (on the last day of the exam period). The laptops must be returned on time in order for maintenance and upgrading of software to occur, so that the laptops are ready for the next quarter. Lateness in returning the laptop will delay this process.

**An overdue fine rate of \$20 per day will be charged after the last day of exams.**

**Library Media Center Title III Laptop Check Out Form:**

**Computer Name:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Washington State ID:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Student Contact e-mail:** \_\_\_\_\_

I acknowledge receipt of the laptop and related accessories. I understand and agree to abide by all clauses of this agreement. If overdue, I agree to pay the fine rate of \$20 per day. I also acknowledge that I have received a copy of this agreement:

**Student /Borrowers signature:** \_\_\_\_\_

**Date checked out:** \_\_\_\_\_ ☐ Laptop ☐ AC Unit & Power cord  
☐ Carry Case w/ Strap ☐ Battery

**Date Due:** \_\_\_\_\_ **Returned:** \_\_\_\_\_ ☐ Laptop ☐ AC Unit & Power cord  
☐ Carry Case w/ Strap ☐ Battery

**\*\* \*\* \*\* \*\* \*\* For Library Media Center – Staff Use Only \*\* \*\* \*\* \*\***

**Condition of equipment on distribution:** \_\_\_\_\_

**Condition of equipment on return:** \_\_\_\_\_

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**Approving Front desk Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_