

Glendale Community College Library
Laptop/Chromebook Borrower Agreement

When borrowing a laptop/Chromebook from the GCC Library, I understand and agree to the following:

- Laptops/Chromebooks may be checked out from the library by currently enrolled GCC students on a first-come, first-served basis. Laptops/Chromebooks are not to be removed from the library.
- The laptop/Chromebook loan period is three (3) hours. Laptops/Chromebooks must be returned to a staff member at the Circulation Desk.
- A \$10 late fee will be assessed for each hour (or partial hour) that the laptop/Chromebook is returned late.
- You are not permitted to install software onto the laptop/Chromebook, nor are you permitted to change the system configuration. If you want to save your work, email it to yourself or save it on to a flash drive. Anything saved on the desktop or hard drive will be erased when the laptop/Chromebook is shut down.

- I understand that I am completely responsible for the laptop/Chromebook's safety and use. If the laptop/Chromebook (or its accessories) is damaged, lost, or stolen, or late fees are incurred, I understand that I am responsible for all applicable charges. I understand that the replacement cost for the laptop is \$1,000 (\$300 for the Chromebook), plus a \$10 processing fee.

My signature below certifies that I have read, I understand, and I agree to all of the terms and conditions stated above.

Printed Name of Borrower	Student ID #	Phone #
---------------------------------	---------------------	----------------

Signature	Date
------------------	-------------