Eligibility
In order to checkout out a laptop you must:
- Be a currently enrolled student at College of the Mainland.
- Present COM ID at time of checkout.
- Not have any holds, fines or overdue items.
- Have on file this signed laptop agreement.

Agreement
I have read this document & fully understand the terms and my obligations. I understand that this document is contractual in nature and my signature below indicates my agreement with the information in this document.

Name

COM ID

Email

Phone

Date
The Basics
1. Laptops are for use in the library and must stay in the library.
2. Laptops can be checked out for up to 3 hours.
3. Your work should be saved to a USB drive or the cloud. Nothing that is saved to the laptop is permanent--if the laptop loses power or is restarted, all data will be lost.
4. The laptop must be returned directly to library circulation staff and you must wait while the laptop is checked back in as well as checked for damage.

Loss, Theft, Damage
1. By checking out the laptop, I agree that I assume the financial risk of loss by theft, destruction, or damage to the laptop and that I will be responsible for repair or replacement of the computer and its accessories due to any loss, damage or theft.
2. If the laptop is stolen while I have it checked out, I must notify library staff at the Circulation Desk immediately and file a theft report with the COM Campus Police.
3. Laptops not returned the same day will be considered lost, with a fine placed for estimated replacement cost.
4. I agree that I am responsible for overdue fines incurred, $5 per 15 minutes/ $20 per hour.
5. I understand that if I do incur fines for damage, loss theft or late return that this may result in an inability to register for classes or receive my diploma or transcripts.

Fine Estimates
- Replacement due to loss or damage (including failure to return the laptop): $600 (or current market price).
- Intentional vandalism (includes any scratches or marks on any part of the laptop, Removal or rearrangement of keys, or any other malicious damage): $100 minimum charge or actual repair cost.
- Display hinge broken or inoperable damage due to misuse or negligence: $100 minimum charge or actual repair cost.
- Damage which impairs operation of the laptop or any peripherals for 5 working days or longer: $100 minimum charge or actual repair cost.
- Missing CD/DVD drive: $100 minimum or actual replacement cost.
- Missing battery: $70 minimum or actual replacement cost.
- Missing or damaged Network Card:$50 minimum or actual replacement cost.