



Title:	Electronic Device Loan Policy
Effective Date:	5/3/2016
Last Revision Date:	N/A
Office:	Library Services

NTCC Library Electronic Device Loan Policy

I. Purpose

Tablets are available for student in-library use and can be loaned out by the campus librarian during regular hours of operation.

II. Background and rationale

In order for NTCC students to have a means of accessing library resources through the Internet, the NTCC Library purchased several tablets for student use in the library. Students will be able to access the Internet, eBooks and any applications that are preloaded on the tablet. A limited number of Kindles are also available at Florida Parishes' library.

III. Definitions

“**Tablet**” – for purposes of this policy, the term *tablet* refers to any electronic device that is loaned out by the library.

IV. Policy

If a student makes a request to borrow a tablet at the Northshore Technical Community College Library, the student must:

- Be a current NTCC student with no blocks on his/her NTCC record;
- Have a current NTCC student ID;
- Have another photo ID such as a driver's license, passport or State ID;
- Carefully read and sign the *Electronic Device Liability Agreement Form*;
- Return the tablet to the librarian who will verify that the device is in working order before the borrower leaves the library. The student must allow at least 15 minutes for this.



V. Procedure

- The student will present the NTCC student ID along with the additional photo ID.
- The librarian will keep the additional photo ID in an envelope in the locked Bretford tablet storage case until the tablet has been returned by the student.
- The librarian and student will test the tablet to make sure that it is in working order.
- The student will fill out and sign the *Electronic Device Liability Form*.
- When the student returns the tablet, the student and librarian will verify that the tablet and any components have been returned and are in working condition. If it is not returned in good condition (or missing components), that information will be noted on the *Electronic Device Liability Agreement Form*, and the student will sign that she/he acknowledges it. Proper procedure will be enacted with the College's Finance Department so that the device (and/or its components) can be repaired or replaced.
- All devices must be returned 20 minutes prior to the library closing time.
- If a student fails to return the tablet, a \$20 per day fee will be assessed.
- Each tablet may be loaded with general interest applications and/or programs.
- With the exception of library-approved preloaded programs, everything, including personal programs or documents, will be deleted once the machine is returned.

Review Process:

	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	04/29/2016	05/03/2016
X	College Leadership Committee	04/29/2016	05/03/2016
X	Student Affairs Committee	04/29/2016	05/03/2016

Distribution:

Distributed Electronically via College's Internet
All Employee Email Dated 5/3/2016



ELECTRONIC DEVICE LIABILITY FORM

Library Staff: Fill out top section.

Date/time borrowed _____

Time due _____ Time returned _____

Library Staff at borrowing _____

Library Staff at return _____

Device # _____

Checklist completed: OUT _____ IN _____

Borrower: Please read this agreement, and sign it.

Print Name _____ Email _____

- I accept full responsibility for the tablet and accessories that I am borrowing.
- I will reimburse Northshore Technical Community College for the cost of repairing or replacing this tablet and/or accessories if they are damaged, lost, stolen, or not returned while checked out in my name.
- I understand that the replacement cost for the tablet will be no less than **\$600**.
- I will pay a fee of \$20 per day if I fail to return this tablet and all accessories to the librarian at the time due indicated above.
- I have witnessed the physical inspection of the tablet and its components and accessories. All checked parts and accessories are present and appear to be functioning.
- I understand that any abuse of these loan privileges may also result in disciplinary action and the inability to borrow electronic devices from the library in the future.
- I understand that all charges that are accrued as a result of violations of these policies will be sent to the NTCC Finance Office and will prevent me from registering for classes, from obtaining diploma/transcript(s) and/or graduating until paid in full.
- I understand that failure to return the tablet within the allotted time will be considered theft of NTCC property and appropriate action will be taken.
- I understand that I am not to perform any illegal activities with this device (i.e., hacking, pirating, downloading illegal materials, etc.) or any activities inconsistent with the NTCC Policy on Acceptable Use of Computer Resources.
- I understand that, if I perform any illegal activities or any activities that violate the NTCC Policy on Acceptable Use of Computer Resources with this device, I will be subject to the disciplinary rules and regulations of Northshore Technical Community College.



Policy & Procedure No. LS-002
Northshore Technical Community College

- I do hereby verify that I have read and understand the Use and Liability Agreement as it pertains to the loan of a Northshore Technical Community College tablet.
- I agree to abide by this and related electronic device loan policies.

ELECTRONIC DEVICE LOAN RIDER

- I agree that NTCC shall not have any liability for any claims relating to the loss, damage or interception of any information, data, work product, or other material viewed, searched or stored on the TABLET or its accessories;
- I agree that NTCC shall not have any liability for any claims relating to the use or functioning of the hardware or software included with the borrowed laptop and accessories.
- I understand that:
 - The Library's wireless network is not secure. Information sent from or to this tablet can be captured by anyone else with a wireless device and the appropriate software.
 - Once the tablet is returned, all my data on the hard drive will be lost.
 - Library staff is not able to provide technical assistance and no guarantee can be provided that I will be able to make a wireless connection.
 - NTCC does not assume any responsibility or shall have any liability for the safety of equipment or for tablet configurations, security, or data files resulting from connection to the library's network.

Borrower's Signature: _____ Date: _____

Once the tablet is returned, all of the data on the hard drive will be lost.

NEVER LEAVE THE DEVICE UNATTENDED.