

Last Name: _____ First Name _____
(Please Print) (Please Print)
Student ID Number **G** _____
Drivers License # _____ **Staff Signature** _____

Portland Community College Equipment Use Agreement

Checking out a piece of equipment from any Portland Community College Library indicates that the borrower will inspect the equipment before every check out session and confirm it to be in proper working order and that all pieces are included. (The checkout process will ask for verification of the number of pieces checked out). Equipment is intended for academic purposes.

The borrower will reimburse Portland Community College Library for the reasonable cost of repairs, parts and replacement arising because of damage or loss of equipment occurring while it is checked out to the borrower. If any piece of equipment is damaged beyond repair while in the borrower's possession the borrower will reimburse Portland Community College Library in an amount equal to the replacement cost of the equipment. The borrower will cooperate in filing and processing appropriate insurance claims with either PCC insurers or borrower's insurers. The borrower understands that the equipment cannot be used in violation of the law or of Portland Community College policies.

The equipment shall be returned to the PCC Campus Library it was borrowed from, on time and in as good condition as when received except for normal wear and tear. PCC is not responsible for damage to any removable disk or loss of data that may occur due to malfunctioning hardware or software.

Overdue charges accrue at \$5.00 per hour. There is no grace period.

Equipment checkout may be denied to people who abuse equipment, repeatedly return equipment late or otherwise interfere with the provision of equipment to PCC students.

I understand that the replacement cost for the

_____ **Laptop Computer** will be no less than \$1,700 (includes Laptop, AC Power Adapter, Removable Drive, Battery)

(initial)

_____ **Digital Camera** will be no less than \$350 (includes Camera, Carrying Case, Battery, Battery Charger, Video Cables, Memory card, Instruction sheet).

(initial)

_____ **Digital Video Camera** will be no less than \$500 (includes Camera, Carrying Case, Battery, Battery Charger, Video Cable, Audio Adapter, Instruction sheet).

(initial)

_____ **LCD Projector** will be no less than \$1500 (includes projector, Carrying Case, bulb, remote, Video Cables, Audio Adapter, Instruction sheet).

(initial)

This agreement will last through last day of the school year _____.
(date)

I have read this entire document and my signature below indicates my agreement with the above statements.

X _____ Date: ___/___/___