

Last Name: _____ First Name _____
(Please Print) (Please Print)

Student ID Number **G** _____
Drivers License # _____ Staff Signature _____

**Portland Community College
Student Helpdesk Contact
Information for Equipment
Checkouts**

Sylvania: (503) 977-8200
Cascade: (503) 978-5011
Rock Creek: (503) 614-7367

Portland Community College Equipment Use Agreement

Checking out equipment from any Portland Community College Library indicates that the borrower will inspect the equipment before every checkout 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 that arise 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 must 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.

Renewals: Equipment may be **renewed one time only** at then end of the checkout period if there is like equipment available for others to check out.

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 in any way limits access to other students enrolled at Portland Community College

I understand that the replacement cost for the

(Initial) **Netbooks** will be no less than \$500 (includes Netbook, AC Power Adapter & Battery). Netbooks have a checkout period of 2 hours. **Must stay in the library.**

(Initial) **Laptop Computer** will be no less than \$500 (includes Laptop, AC Power Adapter, Removable Drive, Battery, Mouse & Carrying Case). Laptops have a checkout period of 7 days.

(Initial) **Computer Mice** will be no less than \$15. Mice have a checkout period of 2 hours. **Must stay in the library.**

(Initial) **Digital Camera** will be no less than \$350 (includes Camera, Carrying Case, Battery, Battery Charger, Video Cables, Memory card, Instruction sheet). Cameras have a checkout period of 3 days.

(Initial) **Digital Video Camera** will be no less than \$500 (includes Camera, Carrying Case, Battery, Battery Charger, Video Cable, Audio Adapter, Instruction sheet). Cameras have a checkout period of 3 days.

(Initial) **LCD Projector** will be no less than \$1500 (includes projector, Carrying Case, bulb, remote, Video Cables, Audio Adapter, Instruction sheet). Projectors have checkout period of 2 hours. **Must stay in the library.**

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: ___/___/___