Borrower's Agreement

The library offers standard media equipment and emerging technology for checkout as a service to current Claremont Colleges students, faculty, and staff.

I ______________________________ hereby agree to the following terms and conditions when borrowing equipment from the Claremont Colleges Library. This agreement is valid for the 2017-18 academic year.

**Borrowing technology:**

- The items that are part of the Tech Lending Program are checked out on a first-come, first-served basis at the Services Desk in Honnold/Mudd Library by current Claremont Colleges students, faculty, and staff who have a valid library account (a complete list of available items can be found at: [http://libguides.libraries.claremont.edu/TechLending](http://libguides.libraries.claremont.edu/TechLending)).
- Users with a blocked library account may not check out technology.
- The loan period is 4 days with no renewals.
- Patrons who wish to check out technology must have a signed copy of the Claremont Colleges Library Technology Borrower’s Agreement on file with the library.
- Technology must be returned to a library staff member at the Honnold/Mudd Library Services Desk.
- Users will be charged for damages or missing items at or after check-in once the item has been examined (usually within 48 hours - excluding weekends).
- An optional consultation is available to patrons who wish to receive an orientation on how to use any of the items in the Tech Lending Program. Patrons who wish to have this orientation should email digitaltoolshed@gmail.com, to set up an appointment.

**Regarding Equipment Condition:**

- The equipment will be reset upon return; all content will be erased and no longer available after return.

**Regarding Damages:**

- Users are responsible for reporting any damages or equipment malfunctions immediately.
- Users are responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned will be billed to the user.
- See attached list for replacement fees.
Regarding Lateness:

- Users must return the equipment to the Services Desk in the Honnold/Mudd Library when it is due.
- If the technology is returned late, the user will be charged $1.00/hour overdue. Once it is 24 hours overdue, it will be considered lost, and the user will be charged the replacement fee.

I certify that the above information is correct and I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I am personally responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment. I understand and agree to the above statements and will accept any charges incurred.

__________________________  ____________
Borrower's Name            Date

__________________________  ____________
Borrower's Signature        Date

__________________________  ______________________
Library Staff Name          Library Staff Signature