



Library Information Commons
 Red Deer College
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LAPTOP USER AGREEMENT- EXTERNAL BORROWER

LIBRARY INFORMATION COMMON

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. It will be used by Information and Learning Resources in order to facilitate the lending of Library Information Common laptops. The information will be protected in compliance with the Freedom of Information and Protection of Privacy Act of Alberta. The information will be retained by the department in accordance with approved Records and Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Director, Library Information Common, Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta, T4N 5H5, Telephone: 403.342.3344.

TERMS AND CONDITIONS

Red Deer College Library Information Common laptops are available for use by RDC faculty, staff, students, and external borrowers. You must have a current RDC external borrower card in your possession. Laptops can be checked out at the service desk upon presenting your valid external borrower card and signing the user agreement. **Borrowers are financially responsible for loss, damage, or theft to the laptop computer and peripherals loaned to them.**

- Laptops are checked out for four hours with no renewals.
- Laptops are loaned on a first-come, first-served basis and cannot be reserved or placed on hold.
- Only one laptop may be checked out per external borrower card (one per person).
- Fines will be imposed at a rate of \$1.00 per hour, to a maximum of \$31.00, after which a replacement cost will be imposed. If damage occurs to any laptop components or peripherals, charges equal to the repair or replacement of the laptop will be levied.

<input type="checkbox"/> I agree never to leave a laptop unattended. I am responsible for the laptop until I have returned it and it is checked in. Fines and replacement costs will be assessed if the laptop is lost or stolen while it is checked out.
<input type="checkbox"/> I agree that laptops are to be returned directly to a staff member and will never leave a laptop unattended on the Service desk counter when returning it.
<input type="checkbox"/> I agree to abide by the RDC Communication and Information Systems Acceptable Use Policy.
<input type="checkbox"/> I agree not to install, download or change any authorized software and/or applications on the laptop.
<input type="checkbox"/> I agree that Red Deer College is not responsible for any data saved on the hard drive of the laptop or any loss of data.

The Laptop User Agreement will remain valid until borrower card expiration or lapse.

USER AGREEMENT

I agree to the conditions of the Red Deer College Library Information Common laptop Agreement. I also agree to assume full responsibility and financial liability for any laptop computer and peripherals loaned to me.

NAME OF BORROWER (please print)	BARCODE NUMBER
SIGNATURE	DATE