

SCCC Library Laptop Lending Policy

Suffolk County Community College has laptops available for loan at the campus libraries. Laptops are loaded with MSOffice and have wireless access to the internet and printing. The laptops are available for loan at the circulation desk on a first come, first served basis; there is no advanced reservation of laptops.

Suffolk CCC students, faculty and staff in good standing may borrow laptops for up to 2 hours or until 30 minutes before library closing, whichever is less. If the laptop is not requested by another user, the laptop can be re-loaned after 30 minutes. Use is restricted to the library building-only.

When a laptop is borrowed, the following equipment is loaned:

- Laptop with battery
- Power cord

Please be aware of the special overdue fines and terms that apply for laptop lending:

Overdue fines are \$10 per hour to a maximum of \$50.

Each item must be returned in good condition or the borrower will be billed for a replacement. Each piece (laptop; battery; power cord) is priced individually. If the laptop is stolen or damaged while checked out to you, you are liable for replacement charges of \$1300.00

Laptops that are not returned will be considered lost and a bill for replacement will be issued immediately. A block will be placed on student's account that may prohibit students from accessing grades and registering for classes. An invoice for a lost laptop includes the full replacement value of the laptop and power cord.

A Laptop Lending Agreement must be on file before a laptop may be loaned to a patron. The loan agreement is available from the circulation desk.