

Employee Equipment Loan Agreement

Before borrowing information technology equipment - including but not limited to computers, laptop computers, data projectors, cameras - from the Jim and Patsy Rose Library, the employee must read and sign this document, agreeing to the terms as stated:

I understand that this equipment is provided to me for instructional and/or administrative purposes and solely for the completion of my job requirements at Cleveland Community College.

I agree to use the equipment in a legal and ethical manner, abiding by all aspects of the Cleveland Community College Computer Network Use Policy,* all applicable College policies, and all local, state and federal laws.

I understand that downloading and sharing unlicensed audio and video content violates copyright laws and is prohibited.

I understand that I may not install personal software, change system settings, or tamper with the hardware or existing software.

I agree that I will not leave the laptop unattended at any time, and I will protect it from damage.

I agree to return the equipment to the Library when software installation and/or repairs are necessary.

I accept full responsibility for this equipment during the time that it is on loan to me, and agree to reimburse Cleveland Community College for damage or loss of the equipment and/or its accessories up to the cost of total replacement of the item and all peripherals.

I understand that this agreement, which will be kept on file at the Library, is binding and enforceable during the entire period in which I have equipment privileges at Cleveland Community College.

Signature _____

Print Name _____

Date _____

*Cleveland Community College , *Policies and Procedures Manual*, 1.26