



# Hennepin Technical College<sup>SM</sup>

## Textbook and Electronic Device Checkout Agreement

When checking out a textbook or electronic device from the Hennepin Technical College (HTC) campus libraries, the borrower must read and sign this Checkout Agreement, agreeing to the following terms and expectations.

Student name (print): \_\_\_\_\_ Tech ID: \_\_\_\_\_

	Initials
1. You have received a copy of this Checkout Agreement AND the related Lending Policy, either at this point or the first time you borrowed an electronic device or textbook. Both documents can also be found at <a href="https://www.hennepintech.edu/current-students/library/policy.html">https://www.hennepintech.edu/current-students/library/policy.html</a>	
2. You will adhere to the Minnesota State system's Acceptable Use of Computers and Information Technology Resources Policy, found at <a href="https://www.minnstate.edu/board/policy/522.html">https://www.minnstate.edu/board/policy/522.html</a>	
3. <b>You, the borrower, are responsible for returning the borrowed item on time</b> , in the condition in which you received it <b>and with all chargers and related equipment</b> .	
4. You understand that the item will be considered <b>Returned</b> when it is handed to a library staff member in the library where you checked it out. Other locations (including book returns, security desk, or Lost and Found) and other HTC employees cannot guarantee that the item is secure or checked in. <i>COVID-19 procedures may vary; see the library website for the most current information.</i>	
5. You agree that if the borrowed item is <b>damaged</b> or <b>returned with parts missing</b> , you will pay the cost of repairs as defined by Library or Technology Department staff. You also agree that you are responsible for the replacement cost of an item that is <b>lost, stolen, or damaged beyond repair</b> . Devices will be considered <b>lost as of 5 business days after the due date</b> . The cost of any repairs or replacement will be billed to your student account and may restrict your access to grades, transcripts, and/or course registration. ** Prevent theft and loss by not leaving devices unattended or visible in any vehicle (locked or unlocked). **	
6. You agree to the following <b>if items are returned late</b> : <ul style="list-style-type: none"> <li>• HTC's Technology Services may track the location of a device and/or disable it from use if it is overdue.</li> <li>• Late fees may accrue daily, up to the full replacement cost of the item (see item 5).</li> <li>• Late returns may affect your ability to check out library materials.</li> </ul>	

### Note: You are responsible for the terms of this Checkout Agreement.

By signing below, you agree that in exchange for the opportunity to borrow textbooks and/or electronic devices belonging to Hennepin Technical College, **you will abide by the terms of this Checkout Agreement and the related Lending Policy**, and that you have received a copy of each document.

Your signature: \_\_\_\_\_

Date: \_\_\_\_\_ Best phone # \_\_\_\_\_