



Equipment Lending Policy and Agreement **(Students, Faculty, and Staff)**

San Jose City College (SJCC) loans a broad range of equipment to students, faculty, and staff. The purpose of this document is to formalize the understandings regarding SJCC's intention to loan certain equipment and to set forth our mutual understandings regarding the care, custody and disposition of such equipment in accordance with District Board Policy and Administrative Procedures, BP [6520/6535](#) and AP [6520/6535](#).

Please review the equipment loan policies below before checking out the equipment.

SJCC (the Lender) will loan the equipment to students, faculty, and staff (the Borrower) on the terms and conditions of this agreement.

Eligible Borrowers

- Currently enrolled students with a student ID/library card.
- Faculty and staff who are employed during the check-out term.

Borrowers' Responsibilities

All Borrower must review and accept the Equipment Lending Policy and Agreement as part of the check-out procedure. The equipment being loaned to the Borrower is to be used only for the purpose of school/work-related operations.

Equipment is available on a first-come, first-served basis

Check Out

- The equipment loan period shall be for one semester only; exceptions must be approved by SJCC Administrative Services.
- Equipment must be reserved online, using online form.
- Pickup location and time will be communicated to Borrower
- Valid ID for SJCC students, faculty, and staff is required for pick-up.
- Borrowers must agree to this Equipment Lending Policy and Agreement, and the equipment return dates determined at the time of check out.

Check In:

- Borrowers must return equipment to San Jose City College **7 days** after the end of the semester, exceptions must be approved by SJCC Administrative Services
- Drop-off location will be communicated to Borrower
- Upon return, SJCC staff will inspect if the equipment returned is intact and operational. This may take a few minutes of your time.
- If you drop the class or drop from the college, please return all items immediately (no later than 7 days after dropping)

Use of Equipment

Borrowers are responsible for:

- The safe return of loaned equipment back to the College. **Borrowers who do not return materials when they are due will be fined, have their library privileges revoked, and have a hold put on their student record.** If you drop the class or from the college, please return all items immediately (no later than **7 days** after dropping).

- Not leaving the equipment unattended anywhere.
- Reporting any damages or malfunctions immediately to the and/or the appropriate library staff or personnel.
- All damages, neglect, abuse, or loss once this item has been received. 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 borrower at market value.
- **The full repair and/or replacement cost of equipment should it be returned inoperable.**
- Their own personal data, files and/or documents, SJCC staff will not be responsible for any material left on the equipment.
- Any violations of the [College](#) or [District's](#) computing and Acceptable Use Policies.

Borrowers are encouraged to:

- Save their files to an external drive, such as a thumb drive, or a cloud account; files left on our equipment will be erased upon check-in.
- Use the equipment in appropriate ways. In the Library, for example, borrowers should use headphones when playing audio or using text-to-voice technologies.

Borrowers should be aware that:

- The equipment has been tested by SJCC prior to loan and has been verified to be functioning properly and fully charged.
- Laptops and other digital devices are wireless and access networks wirelessly.

Penalties and Fees:

- Loss of equipment shall result in charges equivalent to the estimated replacement cost of the equipment. (link to Fees and fines)
- Damage to equipment shall result in a charge to cover repair or replacement.
- Penal Code Section 484: Every person who shall feloniously steal, take, carry, lead, or drive away the personal property of another, or who shall knowingly and designedly, by any false or fraudulent representation or pretense, defraud any other person of money, labor or real or personal property, shall fraudulently appropriate property which has been entrusted to him or her is guilty of theft. Punishment can include of a fine, incarceration in a county jail or imprisonment.

Acknowledgment:

I acknowledge that I have read and agreed to the SJCC Equipment Lending Policy and Agreement. I HEREBY RELEASE FROM LIABILITY AND AGREE TO INDEMNIFY AND HOLD HARMLESS SAN JOSE CITY COLLEGE AND/OR SAN JOSE EVERGREEN COMMUNITY COLLEGE DISTRICT ANY OF ITS EMPLOYEES FOR ANY LIABILITY IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT. THIS RELEASE IS FOR ANY AND ALL LIABILITY FOR PERSONAL INJURIES AND PROPERTY LOSSES OR DAMAGE IN CONNECTION WITH THE POSSESSION OR USE OF THE EQUIPMENT.