MCLA Laptop Loaner Program
Borrower’s Responsibility Form

Prior to receiving a loaner laptop computer, you must:
• Have valid reason/need for use of the laptop you are receiving. The following are acceptable reasons:
  o Personal laptop is in for repair
  o Financial aid
• Read and complete this form. Be sure to fill out all of the required information below.
• Acknowledge and accept responsibility for the laptop computer and any parts associated with the laptop.
• Provide a current and valid MCLA Student ID card.

Borrowers are responsible for:
• Full replacement cost of all laptop computers & peripherals checked out to you if lost or stolen during the checkout period. The systems are valued at approximately $1,300.
• Any costs associated to missing internal parts or peripherals.
• Returning the computer in the same condition as it was received.

Additional Items & Guidelines:
• The maximum period of time for which a laptop can be checked out is 24 hours.
• Be cautious - never leave the laptop unattended.
• All files you create should be stored on backup media. MCLA and the help desk are not responsible for lost, missing or corrupt documents.
• You understand that all files stored on the laptop will be deleted once it is returned.
• Failure to return equipment may prevent the student borrower from registering for classes, receiving grades, and graduating.

Instructions: Please provide the information requested in full

First Name: __________________________  Last Name: _______________________________________________________
Campus Room Number:  
Hoosac _____ Campus Phone Ext: _______ Street: ___________________________________________________
Tower B _____ City: _______________ State: ____ Zip: ________
Townhouse _____ Home Phone: (____) ____ - _________

Student Signature: __________________________________________  Date: ___ / ___ / _____

I agree to all of the terms, conditions and guidelines listed in this document. I also acknowledge that I will pay all costs associated with loss of the laptop computer and related equipment checked out under this agreement.

Return Status: To be completed by Help Desk Staff when laptop is returned.

Received By: _________________________  Date: ___ / ___ / _____
Condition: ____________________________________________

Laptop Identification: To be completed by Help Desk Staff before laptop is given.

Given Out By: _________________________  Date: ___ / ___ / _____
Dell Service Tag #: _______________  MCLA Inventory #: _______________