

Laptop Loan Policy

The following policy governs the circulation of college-owned laptop computers to RPCC students. Laptops are available for loan from the RPCC Library. Students must go to the RPCC Gonzales Campus to borrow a laptop.

Laptops Available for Loan to Students

Each laptop:

- Has Microsoft Excel, Word, and Power Point (2016 versions)
- Has Respondus Lockdown Browser (may be used for proctored testing in Canvas)
- Is wireless and can be used to access the Internet
- Is equipped with a webcam
- Comes with a power cord/charger and carrying case

Eligible Students

Laptops are available for loan to currently enrolled RPCC for-credit students only (i.e., students who are enrolled in a degree or certificate program and who have a Banner ID number) who have no overdue materials or outstanding library fines.

Loan Period

Laptops are loaned for the duration of the semester, due back by the last day of finals. There are no reservations for laptops. Laptops are loaned on a first-come, first-served basis. Students may only receive one (1) laptop on loan at a time. A student may check out a laptop at any time during a semester.

Returns

The laptop, including the bag and all accessories, must be returned to the RPCC Gonzales Campus Library no later than one day after the last day of finals for the semester in which the laptop was received by the borrower. Laptops must be returned to a Library Staff member. You may not use the "outdoor book drop" to return laptops.

Borrowers who withdraw from the college must return the laptop within 7 days of dropping all classes.

Overdue Fines

\$50 per day, up to the replacement cost of the item.

Once the laptop or any related accessories is more than one day overdue, the student's record will be flagged and the full replacement cost for the laptop and/or the accessories will be charged to the student's account.

Installing Software and Saving Files

Borrowers are not allowed to install software on the laptops. Students who need a specific application for a course must contact IT at Help@rpcc.edu to arrange installation. Proof of requirement must be provided either in a course syllabus or verified by the instructor.

Borrowers should use a flash drive to save files. All files saved to the hard drive of the computer will be removed permanently when the computer is returned.

DO NOT CHANGE THE PASSWORD

IT Assistance

Borrowers may obtain IT assistance by emailing help@rpcc.edu. RPCC IT strives to respond to all requests within 24 hours (during normal business hours).

Responsibility for Equipment and Fines for Replacement Costs

Students are financially responsible for all equipment on loan, including the full replacement cost of the equipment and any of its accessories that are lost, stolen, or damaged. If any of the equipment is not returned or is returned damaged, the borrower may be charged the replacement costs, as follows:

Individual Carrying Case: **\$30.00**

Individual Power Adapter Cord: **\$60.00**

Laptop (to include damage to the internal battery, internal drive, external drive, screen, keyboard, case): From **\$25.00 up to \$1,092.65**

If damage is discovered by RPCC IT after the laptop is returned, students may incur costs up to the total cost of replacement as outlined above after returning the laptop. This includes tampering with or removing any barcodes or other RPCC or state labels or markings.

Effective September 2020; Updated August 2021

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at Library@rpcc.edu; please specify the document title.

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