



ERC LAPTOP BORROWING REQUEST FORM

Last Name _____ First Name _____

DHS Email _____

ID# _____ Class: _____ Semester: _____

Reason for borrowing a laptop:

☐ Personal computer is not compatible (please explain): _____

☐ Personal computer is broken. _____

☐ Financial difficulties in obtaining a personal computer. _____

☐ For offsite patient charting (please indicate facility and instructor name): _____

☐ Other: _____

Signature: _____

Date: _____

POLICY ACKNOWLEDGMENT

PLEASE INITIAL

- _____ • I am in receipt of a mobile device and understand that I am now assigned the custodian of the equipment identified below.
- _____ • I will use the device for County business only.
- _____ • I will secure and protect the device from theft and loss.
- _____ • I will immediately return the device should there be a change in enrollment status (withdrawal, failure, or resignation) or at the request of the college.
- _____ • I will immediately report the loss or theft (police report required) of the device to the college library.
- _____ • If the device is lost, I will be responsible for the replacement cost up to \$500.00 (payable to CONAH).
- _____ • I have read and agree to comply with DHS Policy 935.11 - Workstation & Mobile Device Use and Security Policy.
- _____ • I have read and agree to comply with DHS Policy 935.20 - Acceptable Use of County Information Technology Resources.
- _____ • I have read and agree to comply with Board of Supervisors Policy 6.101 - Use of County Information Assets.

LIBRARY STAFF ONLY:

Computer Bar Code: _____ Hosted ID: _____ Date: _____

Computer Bar Code: _____ Hosted ID: _____ Date: _____

Waitlist # _____ Previous Check-out _____

☐ Approved

☐ Denied _____

Date Notified Student: _____ Date Notified Student: _____