



Student Success Center Electronic Lending Library (ELL) Application at Pacific Oaks College

Equipment Loan Policy, Procedures and Microsoft Form Online Application

Pacific Oaks College is committed to supporting undergraduate students in their persistence toward bachelor's degree completion. A U.S. Department of Education Title V Hispanic-Serving Institution (HSI) Grant funds the services being offered through the Student Success Center Equipment Lending Library (laptops).

Commitment

The Student Success Center provides undergraduate students with short-term technology support through a need-based program. The need-based program is designed to provide equipment access to positively impact the student's ability to progress in their courses toward completion of their bachelor's degree.

Eligibility Expectations

To be eligible to borrow equipment from the lending library, the student must:

- Be enrolled at least as a part-time student at PO. 6 units minimum for Undergraduate programs.
- Review and plan their schedule and be encouraged to meet at least one time in the semester with the Student Success Coach.

Student Expectations for Equipment Loaned

The Student Borrower:

- Will be held fully responsible for all equipment borrowed and will return it on time and in the same condition as when initially borrowed with allowance for reasonable wear. The student will receive a reminder email one week

prior to the due date with a request to schedule a check-in appointment.

- Must use the equipment for the sole purpose of College course assignments and class preparation.
 - **The student is responsible for creating and storing a log in and password when borrowing the laptop.**
- Must regularly store all academic files on some type of removable media or cloud-based drive (i.e. Google Drive, One Drive, Dropbox, etc.). To retain files for future reference, the student must establish a strategy at the beginning of the loan period. The Center and/or the College are not responsible for lost information or system failures.
- Is responsible for ensuring that they accept equipment that is in proper working condition from the Student Success Center Equipment Lending Library. They must check equipment for functionality and condition before signing the Equipment Lending Form Checklist acknowledging acceptable condition. The student will then receive a copy for their records before leaving the center.
- Must immediately return the borrowed equipment to the Student Success Center Lending Library if a malfunction is detected. The student should never attempt to fix any equipment problem on their own.
- Must immediately notify the Student Success Center Lending Library of changes to their contact information differing from those provided on the application to allow receipt of reminders or notifications.
- Is responsible for protecting the equipment and its components from damage. This includes maintaining all equipment in a storage sleeve or bag.
- Must never leave the equipment unattended and must utilize sound practices to prevent loss or theft of the equipment borrowed.
- Report the loss immediately to the Center and provide the theft report.
- In the event of equipment theft off-campus you are responsible for the replacement value of the equipment.
- Must return all equipment borrowed no later than the last day of the semester. When a class ends on a Saturday, the equipment is due no later than the following Monday by 5 pm. All equipment must be returned at the same time, upon which it will be inspected by a staff member for functionality and condition. The student will sign the Equipment Lending Form and be issued a copy as a receipt upon returning the equipment. The student must ensure that personal equipment or storage devices are removed from the loaner equipment, or laptop bag if lent, prior to the equipment return. The Center is not responsible for any student equipment. Examples include, but are not limited to; CD/ROMS, USB drives, mouse, etc. or any papers/classwork stored on the equipment and/or equipment bag.

- Will receive a courtesy reminder call and email the first business day after the last day of the semester for any equipment not turned in on time.
- Is financially responsible for the damages and cost of repair (if applicable) will be determined by the Student Success Center Lending Library not to exceed the replacement value of the equipment. Any applicable charges will be placed on the student's College account that may result in a registration and accounting hold.
- For over-due equipment, broken, lost, or stolen the student's College account will be charged once the equipment is four-business days past-due. An accounting hold will be placed not to exceed current market value along with additional fees such as late and shipping fees. Your student account could be charged up to:
 - Laptop: \$500.00 replacement cost for Dell Latitude Laptop
 - Bluetooth mouse: \$20.00
 - Where shipping costs are applicable a \$150.00 cost will be added.

Timeline for late fee(s) in addition to the full cost of the equipment at the replacement value as stated on this agreement:

- 4th Business Day that Equipment is past due: \$35 late fee
- 30 Days after initial late fee was placed: An additional \$35
- 60 Days after initial late fee was placed: An additional \$35
- Students who have two occurrences of late equipment return will lose eligibility to borrow equipment for one semester.
- Students who have two occurrences of late equipment return will lose eligibility to borrow equipment for one semester.
- Equipment privileges may be revoked at any time without warning due to careless handling of equipment, repeated late returns or abuse of Equipment Lending Library or College Policies.

Restrictions

- Student is to solely use the equipment for College course assignments and class preparation.
- Under no circumstances should any equipment in the borrower's possession be loaned to any other person. All equipment transfers must be handled through the Student Success Center Equipment Lending Library.
- Student cannot add or remove software to any borrowed laptop. If additional software is required for any of student's classes, a copy of the syllabus or written documentation from the instructor stating the need must be provided.

- Student cannot use College or Student Success Center resources for political or personal gain or for illegal activity.
- The equipment loan carries the same privacy expectations as outlined in the College catalog. See catalog link below for more information.

Information Technology Policies link:

<https://catalog.pacificoaks.edu/content.php?catoid=130&navoid=13054>

Application to Borrow Equipment as needed:

To qualify for lending library equipment, an undergraduate student must meet with the student success coach. The Coach identifies the need to borrow equipment for the semester (16 weeks).

Students will be able to pick up their equipment in Pasadena campus and San Jose, for online student's arrangements can be made.

For students who live more than 25 miles away from the Pasadena campus:

Sign all paperwork on site and PICK UP YOUR equipment IN PERSON at the Pasadena campus. For students who live 25 miles away from the campus: Once the student receives the equipment in the mail they will be responsible for emailing ssc@pacificoaks.edu to report any damaged equipment upon delivery. The student will have a total of 3 days after they receive the equipment to report any issues. If nothing is reported within the 3 days, the student will be responsible for replacing the damaged book(s).

Application Procedure

To Apply:

1. Please thoroughly read the Equipment Loan Policy and Procedures as stated above.
2. Complete the Application form below online.
3. Please allow 1 business day for the review of your application and IT equipment set up. Upon application approval, the Center will contact you to set a 30-minute appointment to check out the loaned equipment and to complete the one-page Equipment Lending Form.

Applications will be reviewed in the order they are received.

The Student Success Center will confirm your current class schedule on Canvas.

Loan periods are for one semester (16 weeks) a student must apply each semester. Receiving borrowing privileges, a prior semester does not guarantee the loan of equipment for a subsequent semester.

Equipment Check Out Hours of Operation (By appointment only):

- Monday through Friday: 10:00am-6:30 pm (After hours available with appointment)

- Please plan for a 30-minute check out appointment.
- We strongly encourage you completing an assessment when you return the loaner equipment so that we can continue to improve and provide this service.

Complete the Microsoft Form online application

<https://forms.office.com/Pages/ResponsePage.aspx?id=wXL6IAYRXUmqH5LLq5iWBsqBUwmggDFKvEUfN6HJYJZUM0NKSUqxWjJaVkw4Tzc4WFhaS0xSSFpBOC4u>