

Student Media Center (SMC) Lending Agreement

North Seattle College | Library

Borrowing Details

Please read the following carefully:

- The rental period is 7 days from the date of checkout.
- If there is any student on the wait list for item(s) you have borrowed, your technology will not be permitted for renewal; otherwise, and you will be permitted to renew your item(s) through the end of the quarter.
- Please return all items to the Student Media Center during open hours by the due date to avoid a fine.
- **You are responsible for overdue fees charged daily.** Please see the NSC Library website for current rates.
- NSC Equipment may be checked out for academic projects only.
- All items must be returned completely. Items and kits missing parts and components will not be accepted for return. All items MUST be returned in the condition they were originally loaned.

Terms and Conditions

PERIOD OF LOAN

1. The period of loan commences when the equipment passes from the possession of North Seattle College or its authorized representative to the borrower. The signature of a Media Equipment Rental Contract by the borrower shall be conclusive proof of the passing of possession and acceptance of these conditions of loan.
2. The period of loan shall continue until possession of the equipment passes back to North Seattle College or its authorized representative. It is the responsibility of the borrower to obtain from North Seattle College or its authorized representative written acknowledgment of receipt of the equipment which shall alone constitute evidence of the return of the equipment to North Seattle College.
3. The period of loan is one week. This loan period may be extended for one-week increments throughout the quarter, unless another student has requested a reservation for the item in question.

THE EQUIPMENT

4. The equipment on loan shall remain the absolute property of North Seattle College. **As the borrower, you are responsible for overdue (late return) fees, replacement fees, and repair fees.** You may also be responsible for additional Library processing and replacement fees.
5. It is the responsibility of the borrower to determine that upon receipt of the equipment it is in good working order and undamaged condition. The borrower's signature of the Media Equipment Rental Contract shall be conclusive evidence that the borrower has received the equipment in good working order and undamaged condition. North Seattle College will not be responsible for any defects or deficiencies in the equipment unless an appropriate specific note has been made on the Media Equipment Rental Agreement and such note has been signed by the North Seattle College or its authorized representative.
6. North Seattle College does not warrant that the equipment is suitable for the particular or any purpose for which it is or may be required.
7. The borrower shall not assign, lend, transfer or otherwise part with possession of the equipment during the period of loan.
8. The borrower shall not take the equipment or permit the equipment to be taken out of Washington State nor use or permit it to be used for any non-academic, abnormal or hazardous assignments without the prior written consent of North Seattle College.

College. **This equipment is intended for educational use only. Educational use can include work related to courses, student groups and campus communities, personal learning and development, or academic portfolios.**

LOSS OF OR DAMAGE TO EQUIPMENT

9. Throughout the period of loan the borrower shall be responsible for the safe keeping of the equipment and shall be liable to North Seattle College for all loss of or damage to the equipment howsoever caused.
10. The borrower shall notify North Seattle College of any loss of or damage to any equipment on loan immediately upon such loss or damage being sustained.
11. The borrower shall pay to the North Seattle College all costs incurred by it in carrying out repairs to damaged equipment.
12. The borrower shall pay to the North Seattle College the full cost of replacing any lost equipment or any equipment which in the reasonable opinion of the North Seattle College is uneconomic to repair with new equipment of the same or similar specification to that equipment which has been lost or damaged.
13. During any period in respect of which the borrower has not already paid to North Seattle College the cost of Library overdue fees or tuition payments, and until such time as payment shall be made to North Seattle College, no additional equipment may be checked out under any circumstances.
14. At the discretion of North Seattle College, the borrower may be required to pay to North Seattle College compensation for the loss of use of the equipment lost or damaged at a rate determined by North Seattle College.

LIMITATION OF LIABILITY

15. If North Seattle College for any reason is unable to provide any equipment which is the subject of an agreement between North Seattle College and the borrower then North Seattle College shall not be liable for any loss or consequential loss suffered by the borrower as a result thereof.

HOLD HARMLESS AGREEMENT

16. The borrower is responsible for the safety and condition of the equipment from the time the equipment is released to them.
17. The borrower is responsible for any content, including any or all images or audio, created while using the equipment. North Seattle College is not responsible for the content created by the borrower or behavior of the borrower while using the equipment. The borrower shall at all times hold fully harmless North Seattle College, its employees, approved representatives and agents against all actions, costs, claims, demands, legal proceedings, or liabilities arising from or in connection with equipment, materials or any other services supplied to the borrower by North Seattle College.

I accept the above terms and conditions: _____ *(Signature of Student Borrower)*

PLEASE NOTE: EQUIPMENT WILL NOT BE RELEASED TO STUDENT/FACULTY UNTIL THE ABOVE TERMS HAVE BEEN AGREED TO, CONTACT INFORMATION PROVIDED, AND A SIGNATURE OBTAINED.

Print Name:	Date:
Academic purpose/intended use of equipment:	
Borrower's Phone:	Borrower's Email:
Please note: the SMC will keep this contract on-hand for the duration of the quarter. We will use your contact information only if we have to contact you about circulating equipment.	

NSC Library Contact Information

All equipment must be returned to the following address:

North Seattle College Library
Student Media Center, 2nd floor
Phone # 206-934-0070
9600 College Way North
Seattle WA 98103

Use the following to contact the SMC or library for more information:

Library Reference Desk: 206-934-3609 /
<https://library.northseattle.edu/contact>
Student Media Center: 206-934-0070 /
Kannika.styron@settlecolleges.edu

For open hours during the academic quarter or during breaks, please visit the SMC website:
<http://libguides.northseattle.edu/StudentMediaCenter1>