Technology Commons Equipment Checkout Form

Eligibility

Only current WCU faculty, staff, and students may checkout equipment. Clients must not have unpaid late fines and must read, agree to, and sign the Checkout Agreement. This checkout agreement must be read and signed before any equipment is borrowed and is effective for the remainder of the current academic year.

Equipment Checkout Details

- Equipment can only be checked out and returned during Technology Commons Operating hours.
- Client may call (828) 227-7487 or email techcommonssupport@email.wcu.edu for more information on their checkout.
- Clients are only allowed to checkout equipment for themselves.
- Clients are responsible for keeping track of loan duration.
- Clients who fail to return items at their scheduled return time will be charged fines until they either return the item or the replacement cost of the item is met. If clients do not return checked out items by 5PM of the Friday after exam week of the semester they checked the item(s) out, the Technology Commons reserves the right to deem the item as lost and charge the client for the replacement cost of the item plus the fines associated with the checkout.
- Items are provided first come, first serve. The Technology Commons cannot guarantee availability.
- Clients must return equipment upon request.

Laptop Checkout

User data will be removed when the computer is returned to the Technology Commons. The Technology Commons is not responsible for your data and recommends clients back up their data through One Drive, email, or external media. Clients log in with their WCU username and password. Clients planning on taking a laptop off campus will need to log in to the machine before leaving campus.

iPad and iPad Pro Checkout

iPads come with preloaded apps, but clients may synchronize additional data and apps. All data will be removed and replaced with the standard preloaded app configuration when the iPad is returned. Any apps or media purchased by the borrower during the loan period must be done with the borrower’s own funds and is not the responsibility of the Technology Commons. Data or documents saved to the iPad during the loan period will be permanently erased during the restore process.

Clients who log into the iPad using their Apple ID are responsible for logging out before returning the iPad to the Technology Commons. iPads still logged in with the client’s Apple ID upon return will be considered as checked out and will accrue late fines until the client removes their account or the value of the item is reached.

Starting Fall 2019: The policy involving checkout laptops and cameras have changed.

Student laptops may be checked out for a total of 40 days (20 checkouts/renewals) per semester. You cannot renew a laptop more than 20 times total in a semester. This does not include Faculty & Staff Laptops or Extended Checkout Laptops. DSLR Cameras may be checked out and renewed for a maximum of up to 4 times for a total of 28 days per semester. All other equipment may be checked out and renewed for a maximum of up to 28 days.

Faculty/Staff laptops checkouts will be handled on a case by case basis.

Check out Authorization

I do hereby agree to the terms and conditions of the Western Carolina University Technology Commons Equipment Checkout Form. I acknowledge that I will be held personally responsible for any damage, loss, theft, or destruction of the equipment while it is in my possession, as well as for any fines due to late returns.

Name:____________________  920 #:____________________  Phone #:____________________

Client Signature________________________  Date:____________________