



CHAPTER 2: STUDENTS

Library Textbook and Electronic Device Lending Procedure

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Adoption: 12/19/12
Revised: 12/21/21
Last Reviewed: 5/04/22 (SGC)
Cabinet Approved: 5/06/22
Authority: Hennepin Technical College
Custodian of Policy: Vice President of Student Affairs

Section I: Implementation Procedure

- A.** Textbooks and electronic devices are available on first-come, first-served basis. Failure to return an item on time may result in late fees, loss of borrowing privileges for these items, charges to the borrower's HTC student account, and/or loss of access to registration and grades.
- B.** Textbooks are checked out for four hours only, and for on-campus use. Multiple students rely on library copies of textbooks, so late returns have a serious effect on other students.
- C.** Electronic devices are checked out beginning on the first day of the semester, and the loan period lasts until the end of the semester.
- D.** Overdue fees may be charged to the borrower's library accounts and/or HTC student account, and library borrowing privileges may be revoked if textbooks and electronic devices are returned late. The item will be considered lost 5 business days after the due date, and the student may be billed for the replacement cost.
- E.** When textbooks and electronic devices are checked out from the library, the borrower is responsible for all damages, cleanliness, theft or lost parts. If an item is damaged, lost, or stolen while checked out to the borrower, the borrower may be charged for repair and replacement costs.
- F.** Students are responsible for backing up their files before returning laptops to the library. The library is not responsible for any borrower's downloaded programs/files on any electronic device or for loss/damage to user files during the loan period.

Section II: Checking Out Textbooks and Electronic Devices

To obtain borrowing privileges for textbooks or electronic devices, a student must provide the following to library staff:

- A photo ID. This could be an HTC Student ID, a driver's license, or a passport.
- [A signed Textbook and Electronic Device Checkout Agreement form](#) available [on the library website](#).

A. Textbook Check-Out Procedure

1. Textbooks and course reserves may be checked out for on-campus use for four hours at a time.
2. First-time borrowers: Borrower will be provided a copy of HTC's Textbook and Electronic Device Lending Policy and the related Checkout Agreement. A notation will be added to the borrower's patron record in Alma.
3. Return borrowers: Library staff will verify that a student is a former borrower and check the patron record for any Warning Notes.
4. Library staff will inform the student of the due date the item must be returned.



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B. Laptop Check-Out Procedure

1. First time borrowers: Borrower will be provided a copy of HTC's Textbook and Electronic Device Lending Policy and the related Checkout Agreement. A notation will be added to the borrower's patron record in Alma.
2. Return Borrowers: Library staff will verify that a student is a former borrower and check the patron record for any Warning Notes.
3. Library staff will remind the student of the due date and also provide a reminder slip.

Section III: Checking In Textbooks and Electronic Devices

- Items covered under Policy 2HTC2 must be returned to library staff according to the procedures below. These procedures protect borrowers by ensuring that each item is secure and properly checked in. Late fees, damage, or loss may result from inappropriate returns.
- The borrower should contact library staff if special circumstances exist.
- If a laptop or other digital device is not returned on time, software may be used to locate and/or disable the device.
- Library staff will send reminders before the due date to support timely return of the device.
- Changes to this procedure will be communicated on the library website and directly to each borrower.

A. Textbook Check-in:

1. Textbooks should be returned to the library's front desk during the library's normal business hours.
2. If the textbook's 4-hour checkout period extends beyond the library's business hours, textbooks should be returned via the "Book Return" box outside the library.

B. Laptop Check-in:

1. Laptops must be returned to and received by a library employee at the library's front desk during the hours of its operation. If the student is unable to return the laptop during the library's normal hours of operation, they should contact the library to make alternate arrangements for returns at (763) 488-2929 (Brooklyn Park Campus) or (952) 995-1650 (Eden Prairie Campus).
2. The library employee will make sure all equipment and accessories are accounted for, and will turn on the laptop to check for cracks in the screen. They will ask the borrower if there were any issues with the laptop during check-out. If so, a notation will be made.

Section IV: Violations of Use

Each borrower is required to view and agree to Policy 2HTC.2, Textbook and Electronic Device Lending, and to sign the Textbook and Electronic Device Checkout Agreement prior to checking out textbooks and electronic devices.



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A. Damages and Fees

The borrower agrees to the following when signing the Checkout Agreement:

- To protect devices from loss or theft.
- To return the device in the condition it was received (clean and intact).
- To pay the cost of any damages at current market prices, as determined by Library or Technology Department staff.
- To pay the full replacement cost of an item that is lost, stolen, or damaged beyond repair.
- To have such charges billed to their student account, which may result in holds on registration and/or accessing grades.

B. Late Return

Library staff will send reminders before the due date to support timely return of materials. The borrower agrees to the following when signing the Checkout Agreement:

- Late fees may accrue daily on the borrower's library record, up to the replacement cost of the item.
- After five business days, the item is considered lost and the replacement cost will be billed to the student.
- Late returns may affect library checkout privileges.
- Late fees will be removed from library accounts when the item is returned in the same condition in which the borrower received it.

C. Repair and Replacement Fees

If charges are assessed upon return of the laptop for damages or missing items, the student will be notified and their student account may be charged for the cost of repair or replacement. Damaged and missing items will be assessed in partnership with information technology staff to determine any appropriate fines.

D. Warnings

If the borrower incurs a violation of any of the above usage policies, a written warning will be issued via email and a note will be placed on the borrower's library account in Alma detailing the reason for the warning. Depending on severity, one or more violations may result in the loss of library amenity borrowing privileges. Notes in patron records are confidential. Library staff will have access; details may be shared on an as-needed basis with other HTC departments such as Finance or Registrar, but cannot be shared with other students or with most faculty. (*Policy 2HTC.2*)

E. Loss of Library Borrowing Privileges

Borrowers who lose library borrowing privileges may use HTC-owned textbooks and electronic devices ONLY in the library. Borrower must leave an item of collateral (such as an ID, keys, or similar)



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at the library' while in possession of the item. Borrowed textbooks and electronic devices must be returned to library staff before the borrower leaves the library.

F. Appeals

Any student may appeal a decision for a damage or late fee by submitting an [appeal form](#) to be reviewed by the college's appeals committee.

Section V: Definition of Terms

Accessories – Items loaned with the laptop, including mice, power cords, carrying cases, external drives, etc. Currently, only power adaptors are loaned with laptops.

Hold – If a student is assessed the cost of an item due to damage, loss, or theft, a hold may be placed on their student account until they pay the amount assessed. A hold may prevent students from registration, graduation, or viewing grades.

Textbook and Electronic Device Checkout Agreement – Form read and signed by any borrower wishing to check out a textbook or electronic device from HTC libraries.

Electronic Device – Laptop computer, Wi-Fi hotspot, or other device loaned to students via HTC libraries.

Student – Current, active HTC students.



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TEXTBOOK AND ELECTRONIC DEVICE CHECKOUT AGREEMENT

When checking out a textbook or electronic device from the Hennepin Technical College (HTC) campus libraries, the borrower must read and sign this Checkout Agreement, agreeing to the following terms and expectations.

Student name (print): _____ Tech ID: _____

	Initials
1. You have received a copy of this Checkout Agreement AND the related Lending Policy, either at this point or the first time you borrowed an electronic device or textbook. Both documents can also be found at https://www.hennepintech.edu/current-students/library/policy.html	
2. You will adhere to the Minnesota State system's Acceptable Use of Computers and Information Technology Resources Policy, found at https://www.minnstate.edu/board/policy/522.html	
3. You, the borrower, are responsible for returning the borrowed item on time , in the condition in which you received it and with all chargers and related equipment.	
4. You understand that the item will be considered Returned when it is handed to a library staff member in the library where you checked it out. Other locations (including book returns, security desk, or Lost and Found) and other HTC employees cannot guarantee that the item is secure or checked in. <i>COVID-19 procedures may vary; see the library website for the most current information.</i>	
5. You agree that if the borrowed item is damaged or returned with parts missing , you will pay the cost of repairs as defined by Library or Technology Department staff.	



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You also agree that you are responsible for the replacement cost of an item that is **lost, stolen, or damaged beyond repair**. Devices will be considered **lost as of 5 business days after the due date**.

The cost of any repairs or replacement will be billed to your student account and may restrict your access to grades, transcripts, and/or course registration.

** Prevent theft and loss by not leaving devices unattended or visible in any vehicle (locked or unlocked). **

6. You agree to the following **if items are returned late**:

- HTC's Technology Services may track the location of a device and/or disable it from use if it is overdue.
- Late fees may accrue daily, up to the full replacement cost of the item (see item 5).
- Late returns may affect your ability to check out library materials.

Note: You are responsible for the terms of this Checkout Agreement.

By signing below, you agree that in exchange for the opportunity to borrow textbooks and/or electronic devices belonging to Hennepin Technical College, **you will abide by the terms of this Checkout Agreement and the related Lending Policy**, and that you have received a copy of each document.

Your signature: _____

Date: _____ Best phone # _____