Library Laptop Loan Procedure

NCC Library
Nash Community College

The Nash Community College (NCC) Library provides a laptop computer loan service for NCC students and NCC employees. Software on these laptops include Microsoft Word, Excel, and PowerPoint, as well as web browsers; Chrome, FireFox, and Internet Edge. Other software may be available upon request. This procedure outlines the process for borrowing NCC Library laptops.

Currently enrolled Early College Super Seniors may borrow a library laptop for their final academic year. These students must contact Early College administration to initiate the request. After receiving requests, the NCC Early College Success Coach will submit a list of students to the NCC Library team. Each student must complete and submit an online library laptop loan agreement form. The student will receive an email from the NCC Library with instructions for picking up the laptop. Photo identification is required at check out.

All currently enrolled NCC students may borrow a laptop to use in the library. These laptops must be returned to the library service desk before closing that day. Photo identification is required at check out.

All currently enrolled NCC students may borrow a laptop for the semester. Priority is given to NCC degree and certificate seeking students. The request process begins with the student asking a NCC instructor, NCC Success Coach, or CCP Career Coach to send an email to a member of the NCC Library team supporting the student's request. This email should include the student's name, NCC ID number, title of the class, and software needed on the laptop. The student then completes the online library laptop loan agreement form. The student will receive an email from the NCC Library with instructions for picking up the laptop. Photo identification is required at check out.

NCC employees may borrow a laptop on a short term loan for telework, presentations, and special projects. Long term laptop loans require a request from the employee's supervisor. Photo identification is required at check out.