



MABALACAT CITY COLLEGE



MCC - Library Services Unit (LSU) Offers Tablet Loan Service

October 12, 2020

Mabalacat City College - Library Services Unit introduced the "Tablet Loan Service" for students who do not have access to gadgets during this period of remote learning. This Loan Service bridged the difficulties of Online Distance Learning Modality. It is part of MCC's Flexible Learning and Technology-Support advocacy to enable its number one priority - equal access to education.

The Tablet Loan Service included its Policies and Guidelines:

POLICIES AND GUIDELINES

Who can borrow?

- i. Only bonafide students of MCC may borrow a tablet from the library;
 1. must read, agree to, and sign the agreement form,
 2. must not have the following benefits: CHED scholars and 4 P's (Pantawid Familyang Pilipino Program) beneficiaries.
- ii. Agreement form must be read and signed each time the tablet is borrowed and returned. Only one tablet can be checked out per student.





MABALACAT CITY COLLEGE

How to borrow?

Students must secure an application agreement form in the library; the form must be filled out by the student and parent/guardian. Applicants will be assessed if they are eligible to borrow a tablet and will be informed via text messages.

The following are the required documents to be submitted together with the form:

- Valid I.D./School I.D. of the applicant/student
- Valid I.D. of the parent/guardian

Duration

- The loan period will be determined by the library staff based on the needs of the students.
- The courier will deliver and pick up the tablets to the houses of the approved applicants
- The courier will check the tablet if it is in good and working condition, with no scratches /no physical damage.

Fines

- The working condition of the tablet will be checked before borrowing and upon returning. Borrowers are responsible for damage to and/or loss of borrowed tablets. Borrowers are required to report any problems experienced with the gadget during their borrowing period.
- Replacement and damage charges will be assessed based on the actual replacement and repair costs of the gadget.

