

Laptop Loan Policy, Procedures and Agreement **Mabee Library**

The University Libraries have acquired laptop computers for use by Washburn students, faculty and staff within the library. These wireless laptops are equipped with the Microsoft Office Suite along with Internet capabilities. They are a significant investment for the library and respect for the equipment and the rights of others is requested.

Eligible Borrowers:

- Laptops are available for current WU students, faculty and staff.
- Users with library holds or suspended library privileges are not eligible to check out laptops until their library account is cleared of all charges.

Borrowing Guidelines:

- A valid, current WU ID is required at the time of checkout. There are no exceptions to this policy unless approved by the Assistant Dean of Libraries.
- A current Laptop Loan Agreement form must be completed and signed prior to checking out a laptop. Once signed, the agreement will be retained throughout the current academic semester at the Circulation Desk.
- Laptops must be used in the library; they may not be taken out of the building. Removing a laptop or any of its peripherals from the building will be considered theft; the Campus Police will be notified. In case of a library evacuation, keep the laptop with you and return it when you are permitted to re-enter the building.
- Laptops are available on a first-come first-served basis. They cannot be reserved.
- The loan period is 2 hours with one additional renewal if no one is waiting to checkout a laptop.
- Laptops are due back to the Circulation Desk one hour before the library closing time. There are no overnight loans on laptops.
- Laptops may not be checked out for other individuals.
- Only one laptop may be checked out per person.
- Laptop computers must not be left unattended at any time. Users checking out laptops are responsible for them the entire time they are checked.

Return Procedures:

- The laptop must be returned to library employees at the Circulation Desk in the same operating condition as when it was borrowed, including all peripherals and accessories.
- Library staff will check the laptop for any damage. This may take 10 to 15 minutes. If damage has occurred, charges will be assessed accordingly.

Fines and Liability:

- The overdue fine for a laptop returned after it is due is \$20 per hour. All fines and charges will be attached to the user's library account and may result in registration restrictions and the blocking of transcripts.

- If a laptop is 12 hours overdue, it is considered lost or stolen and the individual checking out the laptop will be charged for its replacement. The replacement cost of a damaged, lost or stolen laptop is \$1500.
- A charge of \$100.00 will be assessed for each lost power cord; \$300 for a lost battery. Damage charges will be assessed based on the actual repair costs.
- The individual checking out the laptop assumes all responsibility for the laptop while in his/her custody. The University Libraries assume no responsibility if the laptop is stolen while checked out to a patron.
- You will be responsible for the appropriate replacement charges and a non-refundable \$25 processing. Fines and fees are billed to your student account.

Laptop Agreement:

The first time each semester a patron checks out a laptop, a Laptop Loan Agreement form must be completed and signed. This agreement acknowledges financial responsibility for the lost or damaged equipment. The form will be kept on file at the Circulation Desk in the library for that current semester.

Printing and Saving:

- Users need to save their data to their personal flash drive. **Do not** save anything to the laptop's "C" drive; it will be deleted once the laptop is powered off.
- Users are encouraged to save their work frequently. Battery failure may result in lost work.
- Printing is available with the laptops. All print jobs should be sent to the **mabcoin1** central printing station located behind the Reference Desk on the 2nd floor. Free printing in the library is available for Washburn students.

Additional Guidelines:

- You may not attach unauthorized hardware* to the laptops, install your own software, or change system settings.
- Neither the University Libraries nor Washburn University are responsible for damage to personal disks or for the loss of any data during the loan period.

Troubleshooting:

If you experience problems with laptop hardware or applications, please bring the laptop to the Circulation Desk for assistance. More complicated troubleshooting may require the assistance of staff from the Digital Initiatives Team.

Authorized hardware includes USB flash drives or other storage devices, headphones and mice.

By my signature below, I acknowledge that I have read and agree to abide by the Laptop Loan Policy, Procedures and Loan Agreement when checking out a laptop from the University Libraries.

Borrower Information: (please print)

Full Name: _____ **WU ID:** _____

Address: _____ **City, State, Zip:** _____

E-Mail: _____

Home Phone: _____ **Cell Phone:** _____

Borrower's Signature: _____ **Date:** _____

Library Staff Name: _____