

**Brother Edmond Drouin Library
Walsh University
Policy 30 Laptop Checkout and Use**

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1.0 PURPOSE

To guide the use and control of library-owned laptop computers in the Brother Edmond Drouin Library.

2.0 BORROWERS

- 2.1 Current Walsh University students, faculty and staff members may borrow a laptop from the library at the checkout desk.
- 2.2 Community and affiliated patrons are not permitted to borrow laptops.
- 2.3 All borrowers must sign the borrower's agreement.

3.0 LOAN PERIOD

- 3.1 Laptop loan periods are two hours.
- 3.2 Laptops may be renewed if no one else is waiting for one.
- 3.3 Loans are first-come, first-served. No holds or reservations are taken.

4.0 PLACE OF USE

- 4.1 Laptops are to be used exclusively in the library
- 4.2 Exceptions to this rule may be granted by a librarian under unusual circumstances

5.0 FINES AND FEES

- 5.1 Overdue laptops will carry a fine of \$1.00 per hour or portion thereof.
- 5.2 User is responsible for all costs up to \$1,500 while checked out to him/her.
- 5.3 Any laptop overdue 24 hours or more will be declared lost and billed

6.0 SOFTWARE, HARDWARE, AND FILES

- 6.1 No hardware, except as provided or authorized by the library, may be attached to the laptop.
- 6.2 A list of authorized hardware is available at the checkout desk.
- 6.3 Mice and power cords for plug-in use are available.
- 6.4 Files and programs saved to the laptop are subject to deletion.

7.0 ADVISORIES

- 7.1 No printing or saving to a shared network drive is available.
- 7.2 Laptops shall not be plugged into power outlets with cords that pose a tripping hazard.
- 7.3 Laptops should never be left unattended.
- 7.4 Battery life is limited; users are urged to monitor battery level and the library is not responsible for lost data
- 7.5 Users are advised to save files to a CD or jump drive, or to e-mail the files to themselves.
- 7.6 Users are requested to return laptops still logged in so battery levels may be checked
- 7.7 Problems with the laptop should be reported to library staff

8.0 RESPONSIBILITY

Users must sign a laptop agreement endorsing these policies

9.0 CHECK-OUT PROCESS

- 9.1 All patrons must fill out a laptop agreement form before receiving a laptop
- 9.2 Walsh ID must be presented to check out laptops. If a patron does not have an ID, student workers should call a staff person; staff member should verify ID by checking in Millennium and requesting an additional form of ID that can be held at the desk.

- 9.3 The completed laptop agreement form and any additional ID are put in the slot for the laptop in the laptop cabinet
- 9.4 Student workers should ask if patrons require assistance using the laptop.
- 9.5 Student workers should mention to the patron the time the laptop is due.

10.0 REVISION HISTORY

- 10.1 Approved: Library staff, October 25, 2007
- 10.2 Approved: Library committee, February 27, 2008