Brother Edmond Drouin Library
Walsh University
Policy 30 Electronic Equipment Checkout and Use

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1.0 PURPOSE

To guide the use and control of circulating electronic equipment in the Brother Edmond Drouin Library.

2.0 BORROWERS

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

3.0 LOAN PERIOD

3.1 Equipment is available for loan periods of two hours or seven days.
3.2 Laptops and digital projectors may be renewed up to five times if there are no holds for them.

4.0 PLACE OF USE

4.1 Laptops and digital projectors may be used inside or outside of the library.

5.0 FINES AND FEES

5.1 Overdue laptops and projectors will carry a fine of $10.00 per day for seven-day loans and $1.00 per hour for two-hour loans.
5.2 All users are responsible for loss or damage other than normal wear and tear or malfunction for all repair or replacement costs up to $1,500 while checked out to him/her.
5.3 If lost, user has the option to replace with a similar or better product at their expense subject to requirements of Information Systems
5.4 Any laptop or projector overdue seven days 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 and are checked out separately.
6.4 No files or programs should be saved to the laptop hard drive.
6.5 Information Systems will load any programs by special request on laptops.

7.0 ADVISORIES

7.1 No printing or saving to a shared network drive is available.
7.2 Equipment shall not be plugged into power outlets with cords that pose a tripping hazard.
7.3 Equipment 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 Users encountering technical problems are to contact Information Systems for assistance
7.8 Problems encountered with the equipment should be reported to library staff at checkin

8.0 RESPONSIBILITY

Users must sign an equipment agreement signifying acceptance of these policies

9.0 CHECK-OUT PROCESS

9.1 All patrons must fill out a laptop agreement form before receiving equipment
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.

9.3 The completed equipment 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 equipment.

9.5 Student workers should mention to the patron the time the equipment is due.

10.0 REVISION HISTORY

10.1 Approved: Library staff, October 25, 2007
10.2 Approved: Library committee, February 27, 2008
10.3 August 2008 revision draft