



LAPTOP BORROWING POLICY

Date of Creation: December 9, 2003

Date of first review: N/A

Laptops provide flexibility and convenience for students and are available as an option for students wanting to enhance their academic studies.

Laptops are available to UNM students, faculty and staff with a valid UNM Lobo card.

Borrowing guidelines

Laptops can be checked out, in person, at the Circulation or Reserve Book Room desks, and are available on a first come/first serve basis.

Laptops are to be used only in the Library from where the laptop has been checked out.

Patrons are responsible for the laptop, its components and accessories while in their possession, and are expected to protect it from damage.

Laptops circulate (one per person) for up to 3 hours, and can be renewed provided other laptops are available for patron use.

Laptops are due back, at least, one hour before closing.

The Library is not responsible for any loss of data.

The Responsibility Statement must be signed whenever a laptop is checked out.

The laptop will be checked for a network device before it is checked out.

Laptops must be returned to the Circulation attendant or Reserve desk. Do not return in the Return Slot.

Each laptop will be checked to ensure it is intact and has the network device.

Never leave a laptop unattended. You are responsible for the laptop until you have returned it and it is checked in. Billing charges will be assessed if the laptop is lost or stolen while checked out to you.

Patrons are responsible for saving data to a removable media.

Save data to e-mail or CIRT account BEFORE shutting down the laptop.

The Library does not support software loaded on laptop, or personal software that is loaded on laptops.

Billing fees

A replacement charge of \$2,200 will be imposed if the laptop is not returned after 24 hours from the date due time.

Laptop clocks are not accurate and are not to be used to calculate due time.

Connections and Printing

Each laptop is equipped with a battery that will last approximately 2 to 3 hours, and with a network card for access to the wireless network public areas of the library.

You may print from the laptop to the networked printers in Circulation. Regular printing charges will apply.

Policy Effective on: 1/5/04