

## Laptop Loans

The University Libraries provide laptops for in-library use to UNM students, faculty, and staff with a valid Lobo ID card. Both PC-compatible and Mac laptops are available at all main campus library buildings.

### General

- Laptops may be checked out, in person, at library Service Desks or from the self-service kiosk on a first come/first served basis.
- Laptops circulate (one per person) for up to 3 hours, and may be renewed provided other laptops are available for checkout.
- Laptops are to be used only within the library from which the laptop has been checked out, and must be returned by that library's closing time regardless of the checkout time.
- Laptops must be returned to the Service Desk or self-service kiosk from which they were checked out. It is not acceptable to use a University Libraries book return.
- Users are advised to save their data to removable media, cloud service, or other options. Files will be lost if the laptop is shut down before the file is saved. Files will also be lost once returned to the self-service kiosk. The University Libraries are not responsible for any loss of data.
- The University Libraries do not support software loaded on laptops or personal software. Library staff do not have access to administrator passwords to load new software onto laptops.

### Equipment Specs

- Each laptop features basic software such as common web browsers and Microsoft Office applications.
- Each laptop is equipped with a battery that will last approximately 2 to 3 hours
- Each laptop has a wireless card for access to the UNM network
- Users may print from the laptop to the networked printers in the Library.

### Damage or Loss

- Each laptop will be checked to ensure it is in good condition when it is returned. Please notify library staff of any problems or of damage sustained to laptops checked out from a Service Desk or the self-service kiosk.
- Users are responsible for the laptop, its components and accessories while in their possession, and are expected to protect all equipment from damage, loss, or theft. Laptops should not be left unattended.
- In the case of emergency evacuation, the user is expected to keep possession of the laptop until it is safe to re-enter the Library.
- Users will be billed in the event a laptop is lost, stolen, or damaged while checked out to them.

### Billing fees

- Laptop clocks are not accurate and are not to be used to calculate when the laptop is due.
- A laptop will be declared lost and a replacement charge of \$1600 will be imposed if the laptop is not returned after 24 hours from the date due time.