LAPTOP POLICY

1. Only University faculty, staff, and students may check out laptops. No other patron groups will be allowed to check out laptops.

2. Anyone checking out laptops must have a valid University Picture ID. No other form of ID will be accepted.

3. Laptops will circulate for two hours and may not be renewed (the battery has to be recharged and/or other maintenance performed after two hours). If there is no waiting list for laptops, another laptop may be checked out after the first laptop is returned.

4. Anything saved to the hard drive will be automatically cleared when the laptops have been turned off.

5. Files may be saved to a disk, e-mailed as an attachment, or printed via UniPrint. Patrons must provide their own disk or storage device.

6. Laptops may be used in the Library only, and may not be taken outside.

7. Late fees are $10.00 per hour. The maximum fine is $200.00. There is no grace period. Any laptop that is 24 hours overdue will be declared lost and a total charge of $2,510.00 will be billed to the patron's account. ($2,500.00 lost fee, $10.00 processing charge) If the laptop is returned in good condition, the $2,500.00 lost charge may be forgiven. The fines and processing fee will not be forgiven.

8. Patrons are responsible for any damage to the laptop while it is checked out to them, and will be charged a damage fee of up to $2,500.00. Also, patrons will be charged $2,500.00 if a laptop is reported missing or stolen while checked out to their account.