LAPTOP CIRCULATION POLICY

Laptop computers are available for loan from the laptop circulation desk in room 122 of Bailey Library. Laptops are checked out on a "first-come, first-served" basis (one per student) and are available for use in conjunction with the Library wireless network only. Users may print to a networked printer in room 122.

To borrow a laptop, students must use their own valid SRU ID. The ID will be held until the laptop is returned. A Laptop/Equipment Agreement form must be read and signed. If borrowers have outstanding library fines or charges that prevent them from checking out other library materials, they will not be allowed to check out laptops.

All user files must be saved to the H drive or to a USB drive before returning the laptop. Users are not able to install applications on the laptops. The Library does not assume any responsibility for any files left on laptops.

Users are responsible for loss, theft, or damage to laptops. Do not leave your laptop unattended. When returning your laptop, make sure the student assistant at the laptop desk checks the laptop in and verifies that the equipment is in good working order. In case of a library evacuation, keep the laptop with you, and return it when you are permitted to re-enter the building.

Patrons with a valid SRU ID may use their own laptops with the Library wireless, but printing is not available. Patrons without a valid SRU ID are not authorized to use the wireless network with their personal laptops but may ask to use a public log on at a Library desktop computer.

LOAN PERIODS AND HOURS

A laptop may be checked out by a current SRU student for up to three hours. They may not be reserved. Laptops are available for checkout from laptop opening time to one hour before the laptop room closes. Laptops must be returned 15 minutes before the Laptop Room closes. (By 10:15pm M-TH and 4:15pm Fri)

TERMS AND CONDITIONS

There will be a $1.00 per hour fine charged for the late return of laptops. These fines will be attached to the user’s library record and may result in registration restrictions or the blocking of transcripts.

Users will be assessed a fine equal to the replacement cost if the laptop is lost, stolen, or not returned. Damage charges will be assessed based on the actual repair cost. Users will be assessed processing fee charges as deemed appropriate by the library. Laptops may not be taken from the building. If laptops are taken from the library building or not returned before the library closes, the patron will be charged $25 and blocked from using laptops for the remainder of the semester.