

## **Learning Resource Center Laptop Computer Loan Guidelines**

The wireless laptop program is a service provided to the students of Broward Community College (BCC) and Florida Atlantic University (FAU). The laptops serve as an extension of the student's access to the University / College Library's (U/CL's) electronic resources and the Learning Resource Center's (LRC's) Open Computer Lab and are to be used for academic purposes only. These guidelines cover the circulation and use of college-owned wireless laptops in the U/CL and LRC, and the laptops are maintained by the LRC.

### **Checking Out / Returning a Laptop**

Laptop computers are checked out and returned to the counter in the LRC. Because of the value of a laptop and for one's own protection, the borrower must:

- check out the laptop in person and present a current BCC / FAU student ID and a second current photo ID (such as a driver's license or passport)
- sign a Laptop Loan Agreement that acknowledges the borrower's responsibility for loss or damage to a laptop
- inspect the laptop for any obvious physical damage and for the presence of all accessories prior to leaving the LRC counter
- wait for the inspection of the laptop when it is returned (laptops will be checked out and checked back in while powered on)
- remove any personal CDs or floppy disks before returning the laptop. LRC staff will not be responsible for personal items or accessories left in the laptop.

### **Availability & Time Limits**

- Laptops will be available on a first-come, first-served basis and may not be reserved ahead of time. Only one laptop may be checked out per person at a time.
- Checkout is for three hours or two hours before library closing. A laptop may be renewed for an additional hour if no one is waiting for one.
- All laptops are due back to LRC one hour before LRC closes.

### **Fines & Liabilities**

- The overdue fine is \$5.00 per hour.
- If the laptop is not returned by closing, the laptop is presumed lost and the borrower will be charged the replacement cost as established by BCC's Information Technology Department.
- The borrower will pay the full cost for any lost parts, hardware or software damage to a laptop in his or her possession, as determined by the Dean of the Library/LRC or designee.
- A borrower who removes a laptop from the Library will not be allowed to use a laptop again and will be reported to Campus Security, the Dean of the Library/LRC, and the Dean of Student Affairs for disciplinary action.
- In the event of a building evacuation, take the laptop with you and return it to the LRC once the building reopens.

### **Laptop Rules**

- A laptop may only be used in the Library/LRC.
- A laptop must never be left unattended for any reason. The borrower is responsible for the laptop signed out to him/her. The Library/LRC is not responsible for an unattended laptop.
- Report any hardware or software problems immediately to an LRC staff member.
- A borrower will be required to sign the following statement:

"I agree to assume full responsibility for any laptop computer issued to me at the University/College Library (U/CL) & Learning Resources Center (LRC) at Broward Community College (BCC) / Florida Atlantic University (FAU). I agree to pay U/CL for the cost of the laptop computer and/or any peripherals charged out to me that are lost, stolen, or damaged. I agree to pay any fines assessed to my account for failure to abide by the laptop computer circulation guidelines. The laptop is for use exclusively in the U/CL. In the event of a building evacuation, I will take the laptop with me, keep it secure, and return it to the LRC once the building reopens. "

## Laptop Operation

### Wireless Connections

Each laptop has a built-in card enabling it to use the wireless network in the Library/LRC. The wireless network is available throughout the public areas of the building.

### Power Connections

Each laptop has a battery that will last approximately two hours. A blinking orange light means that the battery is almost drained. Each also has a power cord that can be plugged in to any unused electrical outlet.

### Laptop Hardware Specifications & Accessories

Gateway MA1, 1730 MHz

1.0 GB memory

Removable CD-RW / DVD drive

Removable floppy (A:) drive

Power (A/C) adapter

### Software Applications on Laptop

Windows XP Professional

Microsoft Office XP Suite:

Microsoft Access 2003

Microsoft Excel 2003

Microsoft PowerPoint 2003

Microsoft Publisher 2003

Microsoft Word 2003

Internet Explorer

Novell GroupWise

Adobe Reader

Nero CD/DVD Programs

Macromedia Flash Player

Quick Time

### Saving Your Work

Please note that any documents saved to the laptop will be automatically deleted when it is powered off. Borrowers can save their work to their own floppy disk, onto a CD, or send to a personal e-mail account. Floppy disks and blank CDs are available for purchase at the Campus Bookstore. The U/CL and LRC are not responsible for any file left on any laptop or for loss or damage to a borrower's file during the loan period.

### Additional Guidelines, Terms and Conditions

- Borrowers checking out a laptop are required to abide by the U/CL Public Computer Use Policy ([http://ucl.broward.edu/computer\\_use\\_policy.pdf](http://ucl.broward.edu/computer_use_policy.pdf)).
- Personal computers may not be connected to the network.

### Hints for Laptop Use

#### Getting Help

Do not attempt to perform any troubleshooting on the laptop. If there are problems, return to the LRC desk with the laptop.

LRC staff is not responsible for teaching the software. However, instructive books are available in the Library.

#### More Information

For more information on the laptop computer checkout guidelines, please contact the Central Campus Learning Resource Center at Broward Community College at 954-201-6660.