

Learning Resource Center Laptop Computer Loan Guidelines

The wireless laptop program is a service provided to the students of Broward College (BC) 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 BC ID /FAU ID
- 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 thumb drives before returning the laptop. LRC staff will not be responsible for personal items or accessories left in the laptop
- Be aware that turning off the laptop accidentally deletes all saved file that were saved onto the laptop
- The LRC staff is not responsible for any deleted or lost files

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 the Library 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 BC'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.

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.
- **The borrower must return the laptop in person.**
- In case of a U/CL emergency and this building is being evacuated take the laptop with you as you leave the building. You have the option of turning in the laptop with the circulation desk as you leave the building. Moreover, DO NOT abandon the laptop NOR try to RETURN it to the LRC.
- 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 College (BC). I agree to pay BC 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 policy."

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.

WARNING: Saving Your Work

For any reason if computer powered off, any files saved to the laptop will be automatically deleted. Borrowers can **save** their work to their **own thumb drive, onto a CD, or send to a personal e-mail account**. Thumb drives and blank CDs are available for purchase at the Campus Bookstore. The U/CL and LRC is not responsible for any file left on any laptop or for loss or damage to a borrower's file during the loan period.

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 College at 954-201-6660. U/CL can be found at http://ucl.broward.edu/Computer_Use_Policy.pdf

PLEASE READ BEFORE SIGNING: 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 College (BC) / 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. **My signature below acknowledges that I have read and agreed to all guidelines and terms of the U/CL & LRC Laptop Computer Guidelines.**

Semester Session: _____

Borrower's Printed Name: _____ Date: _____

Borrower's Signature: _____

Borrower's Library ID verified: _____

LRC's Printed Name: _____ Date: _____

LRC's Signature: _____