

UTSA Libraries Laptop Computer Borrowing Policy

Eligible Borrowers

A limited number of laptops are available for current UTSA faculty, staff, and students for a four-hour checkout, no renewal.

Borrowers may not have outstanding fines, fees, or overdue books at the time of laptop checkout.

Borrowers will be asked to complete a Library Laptop Use Agreement accepting responsibility for using the laptop.

Borrowers must present a valid University ID card at the Circulation desk for check out.

Only one laptop per person can be checked out at a time.

This policy is subject to change without prior notice.

Availability and Time Limits

The loan period for laptops is four hours. Laptops are due 30 minutes prior to the closing time of the Library. Be aware of the Library hours of operation before checking out the laptop.

Laptops are available on a first-come first-serve basis. Laptops are non-renewable. Holds or advance bookings are not available.

When return the laptop, a Proof-of Return Receipt will be signed by the Circulation staff and given to the borrower.

Fines and Replacement Charges

Overdue fine: billed at \$0.17 per minute (\$10 per hour) with a maximum fine of \$50. 24 hours overdue will be assumed lost and will be billed accordingly.

Replacement charges: The user assumes full financial responsibility. The replacement charge for a lost laptop is \$1,400.

Charges for missing accessories also apply: \$40 for carrying case and \$50 for adapter.

Damages to the laptop not covered by the equipment warranty will be determined by the library and the cost of any repairs will be passed on to the patron who had the laptop checked out at the time it was damaged.

Returns

Laptop computers must be returned in person to staff at the Circulation desk. Users need to wait until staff verifies the laptop and the accessories are returned and the machine is in good condition.

A Proof-of Return Receipt will be signed and given to the borrower. Never leave a laptop unattended on the desk counter when returning it.

Main Applications Available on Laptops

- **Windows XP**
- **Microsoft Office**
- **Adobe Acrobat Reader**
- **Real Player**
- **McAfee Anti-Virus**

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Library Laptop Use Agreement User Responsibility Agreement

- The person who checked out the laptop is fully responsible for the laptop. You will be responsible for any loss or damage. Do not loan the laptop to anyone.
- Never leave the laptop unattended at any time.
- Return the laptop 30 minutes before the Library closes.
- Users need to save their files to their personal removable media (USB flash drive, DVD+/-RW, or CD-R/RW), not the hard drive of the laptop.
- Do not save data to the hard drive since it will be deleted automatically if the laptop freezes up, is restarted or turned off. Laptops will be refreshed after each use, so no data stored on the hard drive can be recovered.
- Do not attempt to install software applications on the laptop.
- After the laptop is returned, all files are erased.
- The Library is not responsible for the lost or erased files and/or for damaged files.
- The Library is not responsible for any computer viruses that may infect your files. Do not visit unknown websites or open any suspicious attachments.
- Only one laptop per person can be checked out at a time.
- A Proof-of Return Receipt will be signed by Circulation staff and given to the borrower. Never leave a laptop unattended on the circulation desk counter when returning it.
- No software from the laptops can be transferred, duplicated or copied.
- Fines:
 - Overdue fine: billed at \$0.17 per minute (\$10 per hour) with a maximum fine of \$50. 24 hours overdue will be assumed lost and full replacement charges will be billed.
 - Replacement charge: The user assumes full financial responsibility. The **replacement charge for a laptop is \$1,400**. Charges for missing accessories: \$40 carrying case, \$50 adapter.
 - Damage charge: Damages to the laptop not covered by the equipment warranty will be determined by the library and the cost of any repairs will be passed into the student responsible for the damage.
- This User Responsibility Agreement is subject to change without prior notice.

Date: _____

Name (print) _____

Signature: _____

UTSA JPL and DT Libraries

A Proof-of-Return Receipt for the Laptop Computer

For Circ staff only

Items checklist for checking in the laptop

- Laptop computer
- Carrying case
- AC power adapter

Report problems from the borrower:

Condition of the laptop, peripherals, and carrying case:

Date: _____ Time: _____

Circulation staff member signature: _____

Circulation staff member name (print): _____

Borrower Name (print) _____

Banner #: _____

Borrower Signature: _____