

# Laptop loans

## Borrowing

- Requires your Student ID Card and Library Pin
- Laptops can be borrowed for up to 8 hours or the library closing time, whichever is sooner
- Laptops cannot be renewed and must be returned as specified

## Returning

- Requires your Student ID Card and Library Pin
- Please re-plug the power and network cables and close the locker door

# Laptop loans – terms of service

- I will return the laptop by the due time/date to the library from which it was borrowed.
- I will check the borrowed laptop and report any faults or damage to the laptop immediately to the Library Welcome Desk.
- I will only save files to my personal USB stick or OneDrive, and understand that any files saved elsewhere on the laptop will be erased automatically when the laptop is shutdown or rebooted.
- I understand that fines are payable for the late return of a laptop at a rate of £1 per hour, £10 maximum.
- I understand that the laptop is for my personal use only, and I will not borrow it on behalf of a friend or colleague, or use it for work which is not educational or personal in nature.
- I understand that no software can be installed onto this laptop.
- I understand that the university and Library Services are not responsible for any damage to my data storage devices or loss of data caused by software, hardware, battery failure, or computer viruses (malware).
- I understand that, if the laptop is lost, stolen or damaged in my care, I am liable to pay replacement costs in the region of £710.
- I understand that failure to pay this invoice will result in suspension of library services and notification sent to my Head of School.