

Sullivan Library Laptop Circulation Policy

2017-2018

(Adapted from the Chambers Library at the University of Central Oklahoma)

Eligible Borrowers

- Currently enrolled DC students and currently employed DC faculty and staff *who are using the projection system in either of the LC study rooms.*
- A valid DC-1Card or state ID is required to borrow a laptop (no exceptions).
- Users must not have more than \$5.00 worth of fines and no lost/unpaid items on their library account.
- Users must sign a *Statement of Responsibility* each semester (fall and spring) in order to check out a laptop. This form outlines the rules and regulations that come with borrowing a laptop.

Circulation

- Laptops can be checked out to eligible borrowers *for LC study room use only.* At this time, laptops cannot be checked out for any other purpose nor be used in any other part of the library or College campus.
- Laptops can be checked out for three hours at a time. Users must leave their DC- or state-ID with the LC clerk or librarian as long as they have the laptop checked out.
- Laptops can be renewed after three hours if no one else is immediately scheduled to use the study room.
- Only one laptop may be checked out per study room (*ie.* both laptops cannot be checked out to one group of students using one study room).
- *Laptops can never be left unattended.* If a student or group needs to leave the study room for a moment, they must bring the laptop to the LC clerk or librarian to hold until they return. If library staff finds that a student has left the laptop unattended, it will be returned to the LC office. The Library reserves the right to revoke borrowing privileges of patrons as necessary.
- If a laptop is stolen from the borrower, the borrower must report the incident immediately to library staff and together they must file an *Incident Reporting Form* to Public Safety (available on the DC Portal).
- Borrowers must save their documents to a USB or OneDrive account.
- Borrowers must shut down the computer after use.
- Upon check in, the LC clerk or librarian will inspect the laptop and its accessories to make sure they are in working order and not damaged.

Fines and Fees

- Fines and fees apply to all eligible borrowers.
- Fines for overdue laptops are \$1 per hour. Diplomas and transcripts will be withheld from students whose library accounts are not in good standing. Patrons will be notified at the end of each semester if they have a fine attached to their account.

- If the laptop is not returned after 24 hours, it is considered stolen. The College's I.T. department will determine the monetary value of the equipment at the time of damage or loss. The borrower will be charged based on that determination.
- All damaged or lost equipment will be charged to the patron. The College's I.T. department will determine the monetary value of the equipment at the time of damage or loss. The borrower will be charged based on that determination.

Hardware

Correlating adapters and laptops must be checked out together.

- RH-LIB-LP2 Dell AC/DC Adapter
- RH-LIB-LP2 Dell Latitude Laptop

- RH-LIB-LP3 Dell AC/DC Adapter
- RH-LIB-LP3 Dell Latitude Laptop