Lee and Jim Vann Library

Laptop computers are available for loan at the User Services Desk on the second floor of the library. The laptops represent a significant investment in providing University users with a technology service. Your respect for the equipment and the rights of other patrons is required. If you have any questions, please ask.

Borrowers

- Laptop computers are available for checkout to current USF students, faculty and staff.
- You must have a current University of Saint Francis OneCard to checkout a laptop.

Loan Guidelines

- All library-lending policies apply to the borrowing of laptops.
- The standard period that laptops can be borrowed is 7 days. Individuals that need laptops for a longer period may request a different date noting that there are **NO SEMESTER LOANS**. Laptops are due back at the User Services desk on the second floor at least 15 minutes before the library closes on the date due. You may renew for one additional period, providing no other patron is waiting to check out a laptop.
- Faculty members that wish to take a laptop out of the country **must** first complete a request with UTS.
- A patron may check out only one laptop at a time.
- Overdue fines accrue at the rate of $5.00 per day.
- The current replacement charge will be applied to patron's account if the laptop is not returned within 24 hours of the due date. A non-refundable service fee of $5.00 will be assessed for lost, stolen, or non-returned laptops.
- **You are responsible for the laptop until** you have handed it to a User Services staff member to be checked-in. Do not leave the laptop unattended. Billing charges are assessed if the laptop is lost or stolen while checked out to you. Damage to a laptop and/or its peripherals (power supply, cord, cable, mouse, batteries, and wireless card-if applicable) will result in full repair or replacement costs. A non-refundable service fee of $5.00 will be added to the cost.

Return Procedures

- Return the laptop to a library staff member at the User Services Desk on the second floor. **DO NOT** place the laptop in one of the library drop boxes, the return slot or leave unattended at the User Services Desk. You are responsible for the laptop until it is handed to a User Services staff member to be checked-in.

Additional Guidelines

- You may not attach other hardware to the laptop, install your own software, or change system settings.

Updated 28 November 2012

- The University of Saint Francis is not responsible for damage to your personal storage devices or equipment or for the loss of any data during the loan period.
- Patrons need to save their data to their own personal storage devices. Do not save anything to the laptops' "C" drive; it will be deleted once the laptop is powered off. The University of Saint Francis is not responsible for any files remaining on the laptop once it is returned.
- Please save your work frequently. Battery failure might result in lost work.

Connections and Printing

- Each laptop is equipped with a battery that will last approximately 2 to 3 hours, and with a network card for access to the wireless network on campus.
- You may print from the laptop to the public networked printer in the library. Regular printing charges apply.

Getting Technical Help

- For technical questions regarding laptops, please refer to the Help Desk on the second floor of the library.