

Student Laptop Loan Pilot

VCU Libraries and VCU Technology Services are collaborating to provide laptop loans to students studying in the libraries. Limited laptops will be available during the pilot but will inform the planning and needs for a full laptop service. Information about this service is available at: <http://www.library.vcu.edu/services/laptops/>. Your feedback is welcome.

Policies:

- Use of laptops is **IN-LIBRARY ONLY**.
- Laptops may be borrowed once a day, for a **four (4)-hour period, with one renewal**.
- Access to the internet is via wireless.
- Power is via battery at Cabell Library. Renewal will require a battery switch from the laptop service desk.
- Laptops may not be reserved in advance; only one laptop may be checked out at a time.
- Laptops must be returned to the laptop service desk by **30 minutes** prior to library closing.

User Awareness Information:

- Laptop service desks, for questions regarding loans, fines, and laptop availability:
 - Circulation and Information Services in Cabell Library
 - Tompkins-McCaw Library Service Desk
- Laptop service desks provide basic computer problem support and troubleshooting. Library service desk staff may refer software and hardware problems to VCU Technology Services.
- **Do not leave the laptop unattended at any time.** Theft is a reality in the library as in any public environment.

By signing this agreement, I acknowledge that I understand:

- I am responsible for all use of this equipment, with or without my consent, while checked out to me, and that use will conform to the VCU Computer and Network Use Policy (<http://www.ts.vcu.edu/policies/computeruse.html>).
- I am responsible for backing up my work to an external drive or Blackboard, as the hard drive of computers will be wiped clean on reboot.
- Overdue fines are \$10 per hour and my use of library materials will be blocked with accumulated fines.
- I am financially responsible for the replacement of lost or intentionally damaged equipment.
- Replacement costs **may exceed \$1,400.00**, and **my library and VCU Records & Registration accounts** may be blocked until paid.

Name _____ Signature _____

eID _____

| STAFF USE | Loan | Renewal | Return |
|--|------|---------|-------------|
| Date / Time | | | Date / Time |
| Library Staff | | | |
| Laptop # | | | Cord (TML) |
| Battery # | Loan | Renew | Return |
| Condition <small>(see back)</small> | | | |

Student Laptop Loan Inspection

Loan Condition Description:

Return Condition Description:

See http://staff.library.vcu.edu/aswg/laptop_inspection.htm for detailed inspection steps and parts illustrations. Remember to complete a *Damage Assessment Report* if the user may need to be billed.

| Check | Return Inspection Check List |
|-------|---|
| | Cord Returned (TML) |
| | Outer Case: top & bottom, look for heavy abrasions, deep scratches, cracks on the corners |
| | Front side: Wireless Radio switch ON, showing GREEN |
| | Front side: Locking / opening latch OK |
| | Front side: Headphone jacks and cord connectors OK |
| | Inside: Turn On and then Power Down: 2 min. |
| | Inside: Check the default desktop image. |
| | Inside: Check & record the battery life. Hrs. & min. or % (pilot) |
| | Inside: keyboard, screen, track point ball, and touch pad |
| | Disk drive: open to insure no CD/DVD |
| | Right Side: inspect USB connectors |
| | Left Side: inspect connectors and card slot |
| | Battery: latch and slot OK |
| | Other: |

Comments, describing problems found during return inspection (above):