

Stafford Library Laptop Use Policy

Technology

- Laptops will have a standard configuration developed by Columbia College Tech Services and approved by Stafford Library.
- Laptops will have Centurion Guard installed protecting system files from damage or deletion.
- Patron work files can survive a laptop reboot by being saved in the My Documents folder.
- Laptops will have access only to the wireless networks.
- Laptops do not have direct access to any printer.

Circulation

Check out

- Laptops will only be checked out to current Columbia College students, faculty, and staff.
- Patrons must present a Columbia College ID to check out a laptop.
- Laptops are designated as "In House Use Only". Patrons will not be permitted to take them outside the library.
- Patrons will be required to initial the points of and sign a laptop loan agreement each time they check out a laptop.
 - o The agreement includes:
 - Accepting financial responsibility for the laptop.
 - Agreeing not to damage or delete system files.
 - Agreeing to use the laptop in accordance with the Columbia College Ethics Code for Computer Use.
- An AC-adaptor will be checked out with the laptop. A mouse can be checked out at the patron's request.
- Laptop loan period will be from the time of check out to library closing.
- Fines will be assessed as follows:
 - o \$100 will be charged for non-return of the laptop by library closing.
 - o \$100 will be charged for every 24 hour period the laptop is not returned.
 - o \$1,000 will be the maximum fine for late charges.
 - o Replacement costs will be charged for items that are missing at time of check in, e.g. A/C adaptor, mouse, battery, CD drive.

Check in

- A quick visual inspection of the laptop will be made at check-in to ensure there is no apparent damage to the laptop and the battery and CD drive are still present.
- Laptops will be left for the Systems Librarian to prepare for subsequent check out.
- Patrons will be notified within 48 hours if there is a problem with the laptop they returned.
- Stafford Library can revoke a patron's laptop's borrowing privilege if they return a laptop late.