Laptop Computers Policy

Hill Freeman Library and Spruill Learning Center

The Hill Freeman Library and Spruill Learning Center provides laptop computers for use in the library or for overnight checkout to current Reinhardt University students, faculty, and staff. Loaded software includes Microsoft Office, Acrobat Reader, Final Draft, and SPSS along with Internet browsers. The laptops are a significant investment for the University thus respect for the equipment and the rights of others is requested.

Use and Circulation Policies and Procedures

- You must have a valid Reinhardt University Eagle Card to check out a laptop.
- Laptops may be checked out for **in-library use** anytime during regular library hours. Laptops must be returned to the service desk before you leave the Library and at least 15 minutes before the Library's closing time.
- Laptops may be checked out for **overnight use** no earlier than one and one-half (1 ½) hour before closing time, and they must be returned within one and one-half (1 ½) hour after opening time the following day.
- Laptops are available on a first-come, first-served basis.
- Only **one laptop per person** may be checked out. You may not check out a laptop for another person or by using another person's Eagle Card.
- Software or programs cannot be loaded onto a laptop nor can changes be made to the laptop's configuration.
- Unauthorized hardware may not be attached to a laptop. Hardware which can be connected to a laptop are USB drives or other storage devices, headphones, and mice.
- Use a USB drive or your personal cloud storage to save documents or email them to yourself. You may also print to the library printer.
- **Do not leave a laptop unattended**. You are responsible for a laptop that is stolen or damaged while it is checked out to you.
- If you notice damage to a laptop or if you discover an application is not working, you should report it to library staff immediately.
- Do not return laptops to a book drop or leave at an unattended desk. You should hand the laptop to a library staff member when returning it.
- Laptops cannot be checked out for extended periods of time including weekends or semester and holiday breaks.
- In case the library is evacuated while you have a laptop checked out, carry the laptop with you and return it when you are permitted to re-enter the building.
- Laptop users must abide by the Office of Information Technology's Acceptable Use and Wireless Network policies as well as the Library's Acceptable Use Policy.
- Neither the Library nor Reinhardt University are responsible for damage to personal hardware or for the loss of any data during the loan period.
- Laptops must be returned in the same condition as when borrowed.

Overdue, Damaged, or Lost Laptops Policies and Procedures

- A laptop checked out for **in-library us**e must be returned to the service desk before you leave the Library and at least 15 minutes before the Library's closing time.
- A laptop checked out for **overnight use** must be returned to the service desk within one and one-half (1 ½) hour of the Library's opening the following day.
- Limit on checking out a laptop is three (3) consecutive nights if a laptop is available.
- Any laptop not returned on time will incur a fine for the borrower of **$25 per day** with a maximum fine of $200.
- Damaged, lost, or stolen laptops will incur a **repair or replacement fee of up to $1100 billed to your student account**, dependent upon severity of damage or total loss, plus any overdue fine.
- Damaged or lost power cord/adapters will incur a **replacement fee of $70 billed to your student account**.
- Examine the laptop along with a library official **prior** to check out. If a laptop is damaged, lost, or stolen while you have it checked out, report it to library staff immediately.
- You are responsible for any damage to a laptop while it is checked out to you. **Do not leave a laptop unattended**.
- You are responsible for any lost or stolen laptop while it is checked out to you. **Do not leave a laptop unattended**.
- If you notice damage to a laptop or if you discover an application is not working, you should report it to library staff immediately.

Tips for Care and Successful Use of Laptops

- Turn laptop off and place it in its collapsed or folded position before moving it.
- Do not expose a laptop to any magnetic fields that could damage the contents of the hard drive.
- Save your work frequently to your USB drive or cloud storage to avoid loss of data in case of a low battery or a power failure if using the power cord.
- **Do not** attempt to save data or files to the laptop's hard drive. Your work will be lost when the laptop is powered off.
- Should you encounter any problems with a laptop or have questions concerning laptop use, contact staff at the Library service desk or the Office of Information Technology's help desk.

Disclaimer

- Reinhardt University and the Hill Freeman Library and Spruill Learning Center are not responsible for any computer viruses that may be transferred when using a Library laptop nor is either responsible for any files left on a laptop or for the loss or damage to files.

Policy Approved by Leadership Team 10/2/2017