

Policy #:	Title:	Effective Date:
STU-003	Laptop Loaner Pool for The University of Findlay Students	06/01/2008

Policy Description—Currently registered students of The University of Findlay may check out a laptop computer at the Shafer Library:

Loan period is a maximum of three hours. The laptops **cannot** be removed from Shafer Library for any reason. No holds can be placed on the laptops. Laptops cannot be renewed in the same day. Overdue fines are \$5.00 per hour. Replacement cost is based on the market value of laptops, established by ITS on an annual basis (maximum of \$1,500.00). All borrowed laptops are to be returned to the Periodicals Desk one (1) hour before the closing of the library. Any laptop turned in after that time will be charged a fine of \$5.00. Internet access is available via wireless connectivity. You must have a valid UFnet account username and password to be able to use the wireless connectivity.

At present there are no print capabilities. You may email the documents to yourself and print them out at the computer lab.

Definitions—

Rationale for Policy— Written regulations concerning the student laptop loaner pool need to be established so borrowers understand their rights and responsibilities.

Responsible Department/Person—Information Technology Services/Technical Administrative Assistant

Reference/Related Information— The market value of laptops will be established by ITS on an annual basis.

Software: Each laptop includes Microsoft Office, Internet Explorer, Mozilla Firefox and other standard software.

Alternate Software: These laptops are configured with the most commonly used software; however they do not have the full suite of software available in The University of Findlay Computer Labs.

Saving your work: A program called Deep Freeze is installed on the laptops to ensure they remain virus free, properly configured, and as trouble-free as possible, as well as to preserve the privacy of each student's work. This software completely cleans the computer upon re-boot, including removing all user-created files. You may save data to external media such as a CDRW, USB drive. Students may also save their work to their user shares on the UF network or email files to their email accounts.

Who should be notified about this policy— All UF students

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