

Laptop Circulation Policy

Administrative Authority: Library and Archives Council, J.N. Desmarais Library

Approval Date: May 29, 2009

Effective Date: September 2009

Next Review Date: June 2012

Purpose: This policy sets out the regulations for the loan of library laptops to the University community. There are two categories of laptops: “in-house” and “distance education.” “In-house circulation” means laptops intended for use on the library premises. “Distance education” means laptops intended to be loaned for use external to the library.

Scope: All patrons who borrow a laptop must read and sign the [Laptop Circulation Agreement](#) to indicate their understanding and agreement with the Laptop Circulation Policy and procedures.

Patrons are accorded borrowing privileges and also have responsibilities with respect to library materials and their use. A valid Laurentian University photo ID card is required and must be presented for all library transactions. Patrons are held responsible for all transactions using their cards, even in the event of the loss or theft of a card, until the Library is notified to initiate cancellation.

Who may borrow: All registered students (full and part-time) of Laurentian University with a valid student card.

Loan periods: The loan periods for in-house and distance education laptops are set at the discretion of the library.

Holds and renewals: The number of renewals is set at the discretion of the library. Laptops are available only on a first-come, first-served basis. No one may place a hold on a laptop.

Returning laptops: Laptops must be returned to the Circulation Desk only.

Fines for late returns: In-house circulation laptops not returned on time shall accumulate fines at the rate of \$10 per hour, or portion thereof, to a maximum of a \$100 late fee; and distance education circulation laptops not returned on time shall accumulate fines at the rate of \$25 per day, or portion thereof (\$1 per hour), to a maximum of a \$100 late fee.

Damaged or lost laptops: In-house circulation laptops that are not returned within 24 hours of their loan period shall be presumed lost; and distance education circulation laptops not returned within four (4) days of their loan period shall be presumed lost.

The borrower shall pay within seven (7) days the full repair or replacement cost if the laptop is lost, stolen, not returned or damaged while it is checked out to the patron.

Disciplinary actions: If the borrower fails to pay the full cost of repair or replacement, such payments due will be added to the borrower's university account and the borrower's library privileges shall be suspended until such time as the costs are paid in full.

The University may also take legal action against the borrower to collect any unpaid account.

Laptop software and assistance: Requests for assistance with hardware, software, or changes to the standard laptop configuration must be made to Computing and Telecommunications Services through the Learning Commons Lab Advisor or Help Desk.

Saving files on laptops: Patrons are required to save personal information or documents to their Novell directory or to a USB key. Files on the laptop hard disk will be deleted once the laptop is returned to the Circulation Desk.

Related University Policies: The patron is expected to read and abide by the Laurentian University [Code of Conduct for Computer and Network Users](http://www.laurentian.ca/Laurentian/Home/Departments/Computer+Services/CTSPolicies/Code+of+Conduct.htm?Laurentian_Lang=en-CA) [http://www.laurentian.ca/Laurentian/Home/Departments/Computer+Services/CTSPolicies/Code+of+Conduct.htm?Laurentian_Lang=en-CA]. If patron uses a laptop in any way that violates library or university policies, the patron shall lose permanently the laptop borrowing privileges.

History of Revisions: This policy supersedes two previous policies, "Distance Education Laptop Circulation Policy" and "Laptop Circulation Policy," that were approved by the Library and Archives Council in August 2007.