



LaurentianUniversity
Université**Laurentienne**

Distance Education Laptop Circulation Policy

The circulation regulations outlined herein apply to all categories of library users. Students, faculty and staff 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 will be 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.

All patrons who borrow a laptop must sign the **Agreement** to indicate their understanding and agreement with the laptop circulation policies and procedures described herein.

Who can borrow?

1. Distance and Online Education Students: All registered undergraduate and graduate students (full and part-time) of the University and the Affiliated Colleges with a valid student card participating in a distance education course or a course with an online education component may borrow a distance education laptop.

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 wishing to save personal information/documents are required to do so on their Novell directory or to a USB key. Files on the laptop hard disk will be deleted when the laptop is returned to the circulation desk.

Distance Education Laptop loan periods

The distance education laptop loan period, for all users, shall be forty-eight (48) hours.

Holds and renewals

Patrons will be allowed to renew a loan for a distance education laptop up to three times. Laptops are available on a first-come, first-served basis. Patrons may not place a hold on a laptop.

Returning laptops

Laptops must be returned to the circulation desk only.

Damaged or lost laptops

Patrons are not to leave laptops unattended. Patrons will be held financially responsible for damage to, vandalism of, theft of, and loss of the laptop. The replacement fee for a laptop is \$2000.

Late returns

Laptops that are not returned on time shall accumulate fines at the rate of \$25.00 per day, or portion thereof, to a maximum of \$100. Laptops that have not been returned within four days of their loan period will be presumed lost and the maximum late fee shall be charged in addition to the replacement fee.

Laptop usage policies

Patrons are expected to read and abide by the Laurentian University “Code of Conduct for Computer and Network Users” located at http://oldwebsite.laurentian.ca/admn/CMPSV/policies/code_of_conduct.html. Patrons who use a laptop in any way that violates Library or University policies will permanently lose all laptop borrowing privileges.

Disciplinary actions

At the end of the academic session, patrons with outstanding library accounts will be subject to sanctions under University regulations.

Laptop Circulation Procedure

1. Read and understand the terms defined in the **Distance Education Laptop Circulation Policy**.
2. Request a distance education laptop from the Circulation Desk.
3. Inspect the laptop to ensure that all parts are present and functioning.
4. Sign the **Agreement** confirming that you have read and will comply with all of the terms described herein.
5. Return the laptop to the Circulation Desk.
6. Receive a receipt acknowledging that the Circulation staff received the laptop from you with all parts present and functioning.

Policy status

This policy will be reviewed by Library and Student Affairs staff in December 2007.

August 20th, 2007