



## **LOUIS L. MANDERINO LIBRARY NOTEBOOK COMPUTER POLICY**

### **Eligible borrowers:**

Currently enrolled students of California University of Pennsylvania may borrow available notebook computers. We regret that we cannot lend notebook computers to administrators, faculty, staff, visitors, or members of the community.

### **Borrower's Responsibilities**

The borrower is responsible for the proper use and safe return of the notebook computer and all peripheral devices.

### **Location:**

Notebook computers may be used within the Louis L. Manderino Library ONLY.  
NOTEBOOK COMPUTERS DO NOT LEAVE THE BUILDING.

### **Circulation of notebook computers:**

Notebook computers are charged out at the Circulation Desk.

Availability is on a first-come, first-served basis...no reservations.

Eligible patrons must present a valid California University of Pennsylvania ID (CALCARD) at the Circulation Desk as well as sign an agreement about the borrower's responsibilities and potential liabilities before the notebook computer is charged out.

Only one (1) notebook computer may be borrowed per person.

Loan duration is limited to three (3) hours maximum.

There will be one (1) renewal permitted, based on availability. (Availability is determined at the discretion of the Circulation Supervisor on duty.

Notebooks must be returned no later than one (1) hour before closing regardless of time charged out.

Patron is responsible for the safe return of the notebook and associated peripherals to the Circulation Desk.

The personnel on duty will check to see that the notebook and peripheral devices are returned intact. This will take approximately 10 minutes. It is highly recommended that patrons wait while the notebook is examined and they should plan for this delay.

### **Fines and fees**

Late fees of \$25 per hour are assessed for overdue equipment.

Fees for *damaged* equipment will be assessed on a case-by-case basis. Systems Administration and/or Computer Center personnel will establish the cost of repair that will be passed on to the patron at fault.

A replacement cost of \$2,500 will be charged to any patron who fails to return a notebook computer.

### **Notebook Handling Procedures**

- Notebook computers are entered (or catalogued) into the Voyager system just like all other library materials.
- Each notebook has a barcode attached to the top (outside) of the case that is scanned when the unit is borrowed and returned.
- When an eligible borrower requests a notebook computer, the Circulation staff will lend out a notebook that has a “Notebook Computer Agreement” form on top of it.
- The borrower must present a CALCARD ID (check photo) as well as complete and sign the “Notebook Computer Agreement” before a unit is charged out.
- When the notebook computer is returned to the circulation desk the staff there must:
  - Examine the unit for visual damage to the hardware.
  - Turn the notebook on to verify that the system will boot.
  - If the Circulation staff member observes a problem with either the hardware or software, he or she will immediately report the problem to the Library Systems Office.
  - Remove and return any floppy disks or CD's to the patron.
  - Remove the battery from the notebook and place the battery into the charging device on top of the storage cart. Place the notebook into the storage unit, and place the “Notebook Computer Agreement” form on top of the notebook.

Date: September 26, 2003