

## Laptop Lending Policy

Laptops are available for current students, faculty, and staff for individual use. A valid MUID must be presented upon checkout. Patrons must sign and date an equipment policy acknowledgement form prior to checking out a laptop for the first time.

Laptops and corresponding equipment circulate for 3 days, with 1 renewal. Renewals may be made via user accounts in Primo, email, phone, or in person. Once the max checkout period is reached, laptops must be returned, and patrons must wait 4 days before checking out another laptop.

Laptops and corresponding equipment accrue \$10 in fines per day (\$5 per laptop, \$5 for the charger). After 5 days, laptops and corresponding equipment are declared lost, and the patron is responsible for the replacement cost of both. Holds are placed on the record of the patron and on their campus record once the fees exceed \$75.00. Replacement fees may be up to \$2,025.

A two-week grace period is extended to patrons with lost laptops, where they may return the laptop and the replacement fees will be waived. The patron is still responsible for the overdue fees. Once the grace period ends, the patron is responsible for the replacement fees regardless. Student record and library holds will only be removed once the fees are paid.

If a laptop or corresponding equipment (laptop bag, charger, etc.) is damaged beyond normal wear and tear, the patron will be responsible for the cost of replacement. The scope of the damage is determined by the Public Services Librarian (Tarver Library) or the Director of the Swilley Library (Swilley, Douglas, Henry). Replacements will not be accepted if purchased by the patron.