

# University of Evansville Libraries Circulation Laptop Policies

## **Eligible Borrowers**

1. **Current students, faculty and staff of the University of Evansville may check out laptops. There are no exceptions.**
2. Each borrower must fill out a **Laptop Agreement Form** each academic year.
3. Patrons with library holds or suspended library privileges (e.g., overdue fines, lost or damaged materials) **MAY NOT** borrow laptops until their library account is cleared of ALL charges.

## **Borrowing Guidelines**

1. Laptops **MAY NOT** be removed from the library. There are no exceptions.
2. Patrons must have a valid University ID with a visible picture. Library staff reserve the right to verify user as a current student, faculty or staff member.
3. **There is a two (2) hour time limit on laptop use.** Fines begin to accrue if laptops are kept longer than the allotted time. (See below.)
4. **Only 1 laptop may be checked out per patron.**
5. If no one is waiting to borrow a computer, the loan period may be renewed for an additional two (2) hours at the Circulation Desk.
6. **Laptops WILL NOT be left unattended.**

## **Return Procedures**

1. Laptops are due back at the Circulation Desk after two (2) hours or 30 minutes before close, whichever comes first.
2. Laptops must be returned directly to a library staff member at the Circulation Desk and patrons must wait until the laptop has been checked in.
3. Laptops will be checked for damage upon return.
4. **Staff will assess if damage has occurred. Charges will be assessed according to the policies below and billed through the Student Accounts Office.**

## **Fines:**

1. Overdue fines are \$10 per hour and begin accruing immediately.
2. Maximum fine is \$240

## **Replacement Costs:**

Computer	\$1700
Battery	\$ 50
AC Power Cord	\$ 50

Any laptop that is 24 hours overdue will be declared lost and a total charge will be determined by the replacement costs listed above. All fines will be billed to the patron's account. If the laptop is returned in good condition, the lost charge to replace the equipment *may* be forgiven. The overdue fines will not be forgiven. *Replacement costs price list may be updated periodically and without notice.*