

## **Library Services laptop loan terms and conditions**

All Library Services laptops are available for personal student use only. These laptops are not provided for teaching purposes.

### **Loan period**

All Library Services laptops will be available to borrow for 4 hours at a time. These laptops will not automatically renew at the end of the loan period so they must be returned. Where laptop self-service lockers are used (LCC and CSM) the laptop must be returned to the same locker that the laptop was borrowed from. Where laptop self-service is not used (CCW and LCF) the laptop must be returned to a member of staff.

### **Use on and off site**

All Library Services laptops must remain on their home campus, and must be returned to their home Library Services location before the end of the loan period, or before closure (whichever is first).

Laptops are not for use off-campus, and they should not be returned to any other location. There is no inter-site loan system for laptops or accessories.

### **Fines**

If a Library Services laptop is not returned before the end of the 4 hour loan period, then a fine of £1 per hour will apply for each hour the laptop remains overdue. The hourly fines will continue until the laptop is returned or until the laptop is 10 hours overdue, whichever happens sooner. Once a £10 fine is achieved, then your user account will automatically be barred – which prevents you from borrowing any more Library Services resources until the item is returned and the fine is paid off.

### **Losses and Theft**

If a Library Services laptop is lost or stolen whilst in your care, you are responsible for the costs of replacement.

If you have lost a library services laptop you will need to:

- Cover the full cost of the laptop, if it is less than 3 months old when it is lost or stolen.
- Cover the equivalent second hand value of the laptop if it is older than 3 months old when it is lost or stolen.

The second hand value of a laptop will be determined by identifying 3 similarly specified laptops, and creating a mean average figure from these 3 values.

### **Damage**

If any Library Services laptop is damaged whilst in your care, you will need to cover the costs of repair or replacement. We will ask one of our UAL authorized repair agents to generate a quote for the cost of the repairs.

- If the quoted cost of the repair is below the second hand value of the laptop we will ask you to cover the cost of the repair, plus any administration and carriage costs that the authorized repair agent applies for generating a quote and undertaking the work.
- If the quoted cost of the repair exceeds the current second hand value of the laptop we will ask you to cover the equivalent second hand value instead, plus any administration and carriage costs that the authorized repair agent applies for generating a quote. This will allow us to cover some of the costs of replacement.

The second hand value of a laptop will be determined by identifying 3 similarly specified laptops, and creating a mean average figure from these 3 values.