



STUDENT NETBOOK/LAPTOP LOAN POLICY

The St. Joseph's College Library circulates netbook/laptop computers to current students of the College.

Any student wishing to borrow a netbook/laptop does so with the understanding that they are responsible for the netbook/laptop, including the power adaptor and the case. If they are damaged, lost or stolen, the student is financially responsible for all related costs (up to \$400 plus a \$50 Library processing fee for the netbook / up to \$500 plus a \$50 Library processing fee for the laptop).

In addition, the student agrees

- They will protect it from damage.
- They will not leave it unattended.
- They will not leave the Library building.
- They will take it with them if there is an emergency evacuation of the building.
- They will not loan it to anyone else.
- They will not change or tamper with the hardware or the software.

Data cannot be saved to this computer. When it is powered down all data will be lost. All work must be saved to a USB drive.

The following rules apply to the circulation of netbooks/laptops:

- Only SJC students may borrow a netbook/laptop upon signing the Netbook/Laptop Loan Agreement each semester.
- A valid SJC ID card with a current semester sticker is required.
- Netbooks/laptops are loaned for 2 hour periods. No automatic renewals or holds are allowed. Netbooks/laptops can be renewed only at the Circulation Desk.
- Overdue fines for netbooks/laptops are \$5 per half-hour, up to a maximum fine of \$400 for netbooks and \$500 for laptops (Reduced to \$100 upon return of the netbook/laptop).
- Netbooks/laptops are due one hour before the close of the Library.
- No overnight loans are permitted.
- When the netbook/laptop is returned, you must give it to the staff and wait for it to be checked-in. You may not leave before the staff examines it, powers it up to confirm that it is in the same condition it was in when it went out.
- No netbooks will be loaned less than 2 hours before closing of the Library.