

Alden Library Wireless Laptop & Equipment Loan Program

↻ General Information and Terms of Use ↻

Program Overview:

- Twenty five (25) Dell Latitude Model E6530 laptops and various types of technology related peripheral equipment are available for loan in the Learning Commons to current Ohio University students, faculty, and staff on a first-come, first-served basis. Reservations are not accepted.
- The laptops and equipment are for loan in the Alden Library only; Laptops and equipment are not permitted to leave the building.
- Borrowers must present his/her valid Ohio University ID or other photo ID (driver's license, passport, etc.) The borrower is responsible for the laptop or equipment borrowed. As a result, a patron is not permitted to check out a laptop for another person.
- By signing the Borrowers' Agreement Signature sheet, it is understood that borrowers have read and agree to the terms of use regarding the Alden Library Wireless Laptop & Equipment Loan Program. Borrowers are therefore responsible to comply with these terms of use, and will be held liable for all fees accrued during check-out periods.
- The Sierra Circulation system does not provide a "waiting list" feature. If a patron would like to wait for the next available laptop, he/she must stay at the Main Desk until the next laptop is returned. Laptops are loaned on a first-come, first served basis. If the patron leaves the Main Desk area, the laptop will be loaned to the next patron.
- There is no charge for usage. If a laptop or equipment is lost or stolen, the borrower will be charged a non-refundable replacement fee. (See **Fees** Section)
- Borrowers must return laptops and equipment to the Learning Commons service desk on time and hand it to an employee.

Hours of Availability: Laptops and equipment are available for loan throughout the academic year, during all hours that the Learning Commons is open.

Hardware: Dell Latitude Model E6530 laptops with Intel Core i5 2.60GHz processors, 4 GB Ram, 300GB hard drive, DVD/CD-RW combo drive, Intel HD Graphics 400 video; various miscellaneous peripheral equipment (ask a desk for details)

Software: Each laptop has the same image as the public Windows 10 desktop computers with access to the Internet, Microsoft Office, Adobe Premium Suite, and etc.

Printing: Ohio University students can print from the laptops in Alden Library using the Pharos student printing system (via OHIO ID authentication).

Saving Files: Laptop users need to save often to their own storage devices, such as a USB flash drive, or burning data to CD. The laptops are reimaged regularly and data saved in the

temporary storage is deleted permanently. Inquire at the service desk for assistance regarding saving files.

Damage Assessment: Learning Commons personnel will check each laptop for damage prior to and concluding each check-out period.

Lost or Stolen Equipment: Borrowers of laptops and equipment will be held responsible for devices during the check-out period. Use of the laptops and equipment is permitted only inside the Alden Library during the recorded check-out period. If a borrowed item is not returned within 24 hours, it will be considered lost or stolen and the Ohio University Police Department (OUPD) will be contacted immediately. The borrower will be liable for replacement fees.

Fees: Although there is no cost to borrow a laptop computer or equipment, the replacement fee is \$1,700.00 per laptop if a unit is lost or stolen. Replacement fee for lost or stolen equipment is \$100.00. Fees are non-negotiable. Borrowers with outstanding fees will be ineligible to check-out other laptops, equipment, or other library materials, a Registration Hold will be placed on the borrower's record at the Bursar's office, and he/she may be suspended from additional academic activities.

Limitations on Use:

Students may not attach their own hardware (other laptops, scanners, printers, etc.) to the laptops. Neither may they install their own software, change settings, or download any plug-ins. One laptop (LAPTOP #1) is available for installation of student/faculty/staff owned software. Software will be installed temporarily. Once the laptop is shut down and restarted, the software will be deleted.