

Laptop Kiosk Borrowing Policy

I. PURPOSE

The purpose of this policy is to establish the guidelines for borrowing a laptop from the Library Kiosk.

II. SCOPE

This policy applies to all faculty, staff, and students.

III. STATEMENT

By borrowing a laptop, faculty, staff, and students acknowledge that they have read and understand the following terms and conditions and agree to be bound by them. If they do not agree with (or cannot comply with) the terms and conditions, they may not borrow a laptop from the locker.

IV. PROCEDURES

All users borrowing a laptop must agree to the college's [Computer Use Policy](#) and do the following:

- Must use their own OneCard.
- Can only check out one laptop at a time.
- Cannot borrow a laptop for someone else (including faculty and staff).
- Borrow for individual use only and not for a group event.

Borrowers who have been determined to check out laptops for a different user will lose access to the kiosk. **Laptop availability cannot be guaranteed at any time.**

V. FILE STORAGE

No personal data can be stored on college-owned laptops. **Laptops are automatically erased and recharged every time they are shut down and restarted.** No data can/will be recovered from the laptops once they have been erased. We highly recommend that you save your files to Darwin or an online storage site (i.e. OneDrive).

VI. CHECKOUT AND RETURN

The period of a single laptop checkout is twelve (12) hours. If a borrower wishes to use a laptop for longer than twelve hours, they must return the laptop to the kiosk and check out another laptop. Students who abuse the policy of not returning the laptop before the 12-hour limit more than 3 times within a 12-month period will lose privileges for 6 months.

PLEASE NOTE: When returning a laptop to the kiosk locker, **users must ensure to plug the laptop in completely until the power adapter clicks and the lights turn on.** If this is not complete, the laptop is considered not returned.

VII. LOSS, THEFT, AND DAMAGE

If a laptop cannot be returned within 72 hours, for any reason, the Helpdesk will notify Campus Safety. If the laptop cannot be recovered, the borrower will be charged up to \$1200 for the replacement of the laptop.

If a laptop is damaged, or in need of repair or replacement during the course of the checkout period, the user will be charged for the cost of repair or replacement up to \$1200.

VIII. LOSS OF BORROWING PRIVILEGES

Loss of borrowing privileges during the current semester can occur for the following reasons:

- If a laptop is borrowed for over 72 hours in a single checkout.
- If a laptop is not recoverable by Campus Safety, the borrower loses privileges indefinitely.
- If a laptop is damaged beyond repair by sheer negligence, the borrower loses privileges indefinitely.

IX. LAPTOP CONFIGURATION AND SOFTWARE

These laptops are configured with the same software available in the Information Commons (excluding Adobe Suite) and do not require a login.

X. ENCOUNTERED A PROBLEM WITH A LAPTOP FROM THE LOCKER?

Check out the [Laptop Locker Frequently Asked Questions](#) page.

XI. RESPONSIBLE OFFICE

For more information or if you have questions about this policy, please contact the Department of Information Technology at helpdesk@goucher.edu.

XII. HISTORY

Adopted: November 2023.