



## TREXLER LIBRARY LAPTOP CIRCULATION POLICY

DeSales University Students, Staff, and Faculty may borrow laptops from the Circulation Desk for IN LIBRARY use only.

### ELIGIBLE BORROWS

- To borrow a laptop the borrower must use their own valid DeSales, Marywood, or Chestnut Hill ID.
- The ID will be held at the checkout desk until the laptop is returned.
- A "Laptop Responsibility Form" must be read and signed each time a laptop is borrowed.
- If borrowers have outstanding library fines or charges that prevent them from checking out other library materials, they will not be allowed to check out laptops.

### LOAN POLICY

- Laptop computers are available for loan from the circulation desk.
- Loan period is two hours, Library Use Only, with one renewal permitted.
- Laptops are checked out on a "first-come, first-serve" basis (one per student).
- Laptops may not leave the library and are available for use in conjunction with the Library wireless network only.
- Printing from laptops is available through PaperCut
- Users are responsible for loss, theft, or damage to laptops. Do not leave the laptop unattended. When returning your laptop, make sure the student assistant at the laptop desk checks the laptop in and verifies that the equipment is in good working order.

### LOAN PERIODS AND HOURS

- A laptop may be checked out for up to two hours.
- They may not be reserved.
- Laptops are available for checkout from opening time to 30 minutes before the library closes.

### FINES AND FEES

- Fines and fees apply to all users including students, faculty, and staff.
- Overdue fines are \$10.00 for any portion of an hour if the laptop is not returned on time
- Failure to return the laptop will result in being billed for a minimum of \$2000 and a processing fee of \$10.00.
- The user is responsible for the full replacement value or repair costs if the laptop is damaged, lost, or stolen.
- Fines and fees will be added to the patron's library record and transferred to the student's or employee's Bursar account.

### RETURN TO CIRCULATION DESK

- The laptop with all accessories must be returned in person to a circulation staff who will examine the laptop to make sure the laptop is in working order and accessories are returned.

## HOW TO USE

1. Turn on the laptop by pushing the round power button at the upper left of the keyboard. It may take a minute or two for Windows to boot up completely.

2. Select Student. (Do not select Install). Login into the computer using

username: student

password: password

3. Log into the DeSales Network in order to connect to the Internet (this is necessary to use Lockdown Browser). Use your Desales username and password. *If you encounter issues you may use the DeSales Guest Network which does not require a username and password. This is not recommended.*

4. When finished, shut down the computer. This will erase all of your files, passwords, and work you have done on the computer.

## IMPORTANT NOTES

- All user should periodically save files to a cloud storage device (such as Google Drive, Dropbox) Logging off, laptop crashing, or shutting the screen will result in **ALL files/data being deleted. The library is not responsible for loss files.**
- Users are not able to install applications on the laptops.
- The Library does not assume any responsibility for any files left on laptops.

## SOFTWARE AVAILABLE ON LAPTOPS

- Respondus Lockdown Software
- Respondus Monitor Software
- Microsoft Office Suite
- Firefox
- Chrome
- Adobe base suite (flash, shockwave acrobat)
- panapto
- Avast