

## **Wayne College Student Laptop Loan Guidelines**

Wayne College Technical Support Service provides access to wireless laptops for use by current UA students. The laptops circulation desk is located in the Technical Support Services office in room F112.

### **Use and Liability**

- o Laptops are available on a first-come, first-served basis.
- o Laptop use is limited to current UA students.
- o Laptops are to remain in the library during the duration of the loan unless otherwise approved and documented by Wayne College Technical Support staff.
- o Borrowers must a current Zip Card (UA identification card) and a second picture ID (for ID verification) in order to checkout a laptop.
- o Borrowers may not attach their own hardware to the laptops.
- o Borrowers may not install their own software, or change system settings.
- o All borrowers must accept the Laptop Computer Loan Agreement, which included responsibility for the repair or replacement of the laptop (up to \$2000) and/or accessories (up to \$100) in the event of loss, theft, or damage.
- o Laptops should never be left unattended. The library is not responsible if a laptop or equipment is stolen during a borrower's loan period.

### **Loan Periods**

- o Laptops may be borrowed for a period of seven (7) hours or until thirty (30) minutes before library closing and are available on a first-come. First-served basis.
- o Renewals can be done in person only
- o Attendants stop circulation laptops 30 minutes before the office closes. Detailed hours are available at <http://www.wayne.uakron.edu/tss/>

### **Fines and Replacements/ Damage charges**

- o Overdue fines are \$10 an hour up to a \$200 maximum.
- o Overdue fines are non-refundable
- o Replacement cost of a lost, damaged, or stolen laptop computer will be no less than \$2000 plus the accrued overdue fine.
- o Replacement cost of lost. Damaged, or stolen laptop accessories will be no more than \$100 plus the accrued overdue fine.

### **Equipment**

A variety of makes and models of laptops are available for check out through the Wayne College Technical Support Services office.

### **Accessories**

- o AC adapter
- o Wireless Network Interface Card (NIC) **OPTIONAL**
- o External Mouse