

# **Laptop Loan & Usage Policy**

## **Boston College, O'Neill Library**

The O'Neill Library has 10 **laptops** available for short-term loan to students, faculty and staff. This service is not available to alumni, consortium members or other guests.

### **BORROWING**

- Laptops will be circulated in a carrying case and will include a power adapter (with cord).
- Only current Boston College students, faculty, and staff with no blocks on their library account can borrow a laptop.
- A BC ID is required to check out any equipment.
- Loans are on a first-come first-served basis.
- The loan period is 4 days.
- Only one **laptop** will be checked out per person.
- By checking out the **laptop** you agree to the **laptop** loan agreement below (a copy is also attached to the **laptop**).
- All 3 items (**laptop** plus charger and carrying case) must be returned at the same time and handed to a staff member so it can be removed from your library account.
- **Laptops** may be taken out of the library.
- Patrons who return a laptop after the due date will accrue late fines.
- Patrons who do not return a laptop will be billed for the replacement cost 6 days after the due date. **This charge is non-refundable.**

### **USING**

- Usage is subject to the Boston College Technological and Information Resources Use Agreement, posted online at:

<https://agora.bc.edu/showform/D1=agora/FORM=tech.use.agreement>

- We strongly advise you not to leave the laptop unattended. If stolen or lost, you will be responsible for its replacement.
- Report any problems with the laptop to the library staff when you return it.
- Logging off the laptop or shutting down will result in documents being lost. Email work to yourself or save using MyFiles.

### **PRINTING**

- Printing is available from the laptop.

### **RETURNING**

- You must return the **laptop** to the O'Neill Library; do not return it to another BC library.
- Do not put the **laptop** in a book return.
- All 3 items (**laptop** plus charger and carrying case) must be returned at the same time and handed to a staff member so it can be removed from your library account.
- If the **laptop** is returned after the due date, overdue fines will accrue. If the **laptop** is not returned, replacement charges will be assessed.

### **LIABILITY**

- By checking out the laptop you agree to the loan agreement below (a copy is also attached to the **laptop**). Please read it carefully before checking the **laptop** out. Please note that you will be responsible for any damage or replacement fees, up to the full replacement cost of the **laptop** or the accessories.

## **LAPTOP LOAN AGREEMENT BOSTON COLLEGE, O'NEILL LIBRARY**

- By checking out the laptop and accessories, I understand:
- The loan period is 4 days
- Overdue charges accumulate after the due date/time, up to a maximum of \$100
- I will reimburse Boston College for the cost of repairing / replacing this laptop and/or accessories if they are lost, stolen, or damaged while checked out on my library account.
- The replacement cost for the Laptop is approximately **\$835**, the power cord **\$50** and the carrying case **\$25**; if damaged or lost.
- I will comply with the Boston College Technological and Information Resources Use Agreement.
- The laptop must be returned directly to a member of staff at the O'Neill Library Circulation Desk and must not be returned at a bookdrop or any other B.C. Library.
- If I keep the laptop past the due date, the library reserves the right to suspend my library privileges, to charge my account for the maximum overdue fines and full replacement costs which may be non-refundable and adjusted to reflect actual replacement costs.