



## Laptop Loan Scheme – Kenrick Library

Laptops are available for loan within the Kenrick Library during staffed Library hours. They are not available to External Borrowers. Laptops will only be issued on production of a valid Student Card and proof of registration with Birmingham City University, Library and Learning Resources, for Birmingham City University employees, a Library Borrower Card.

### Conditions of Loan

1. While the laptop is on loan to me, I take full responsibility for its security and safety. Loss, theft or damage (including marks or damage to the case, keyboard or pad and corruption of software or disk drives) must be reported immediately to the Lending Services Helpdesk. A member of Library staff will check the laptop on issue and return and record any damage.
2. I understand that my library record must be clear of any fines and that if there are any unresolved issues regarding my record these must be settled prior to my borrowing a laptop.
3. I must not leave the laptop unattended at any time.
4. I understand that it is an offence to remove a Library and Learning Resources laptop from the Library except when in an emergency evacuation. If I do attempt to remove a laptop from the Kenrick Library I may be subject to proceedings under the Birmingham City University Student Disciplinary procedures.
5. I agree to abide by the Birmingham City University Conduct and Use of Computer Systems and Networks.
6. I must return the laptop to the Lending Services Desk within four hours or by the time specified by the Library staff. Loans are made for a maximum of four hours and last only as long as the Library is staffed. A laptop borrowed less than four hours prior to the Lending Services Helpdesk closing will be due for return no later than the time the Lending Services Helpdesk is closed. Late return of a laptop on loan to me will incur a fine at the standard Birmingham City University, Library and Learning Resources hour loan (or part thereof) rate. (Presently 75p per hour or part thereof)
7. I understand that failure to return the laptop within one working day will be regarded as theft and appropriate action under the Birmingham City University Student Disciplinary procedures will be taken.
8. In the event that an emergency evacuation of the Kenrick Library should cause the loan to become overdue, upon being allowed to re-enter the Library, I must take the laptop to the Lending Services Helpdesk and request an extension of the loan or return the laptop.
9. I am financially responsible for damage that is incurred to the laptop, including those from food and drink, misuse or accidental damage. The maximum charge for such damage will be the cost of replacement for the same or nearest equivalent model and specification from a contracted Birmingham City University laptop computer supplier. The minimum replacement cost will be £570.00.
10. I understand that my work should be saved to either my Z: drive or USB pen. (There are no A: or Floppy Disc drives)
11. Birmingham City University Library and Learning Resources is not responsible for any personal information or files saved to or found on the C: drive. I understand that any personal file I save to the C: drive will be deleted in due course by Birmingham City University Library and Learning Resources.
12. The laptops at Kenrick library are predominantly for use in the presentation suites only.