General Guidelines for Library Laptop Use at the Hayden Memorial Library:

The Hayden Memorial Library has 9 laptops available for checkout at the Media Desk. All laptops have Microsoft Office (Word, PowerPoint, Excel), web browsers, Adobe Reader, and a media player.

1. Currently enrolled students with no overdue library materials must use their library card to borrow library laptops.
2. Laptops are for library use only and available on a first-come, first-serve basis.
3. One laptop per person is checked out from the Media Desk and cannot be transferred to another student.
4. Laptops may be checked out for 2 hours and renewed once for a maximum loan period of 4 hours per day.
5. Files can be saved to the D drive on the laptop, but they will not be retained once the laptop is powered off or restarted. Any files left on the laptop will be deleted, so work needs to be saved frequently to a USB drive, email files, or use cloud-based services.
6. Wireless printing is available. Simply visit www.wepanow.com, login, and upload documents to Wēpa cloud to release at any Wēpa print station.
7. Laptop damage or application malfunction must be reported immediately to Media Desk staff.
8. Laptops cannot be left unattended. Library staff may retrieve unattended laptops, and the students’ laptop borrowing privileges will be suspended for the remainder of the semester.

Check-in Procedure for Library Laptops:

1. Laptops must be returned to the Media Desk.
2. When returning a laptop, the student must allow at least 5 minutes for a staff member to check the equipment.
3. The staff member will verify that all parts are present, and the computer and all accessories are in good working order.

Lost or Damaged Library Laptops:

1. Students are responsible for a laptop that is stolen while it is checked out to them.
2. When a laptop is lost, stolen, or damaged, the student will be billed $1,000 for replacement. The replacement charge will be refunded if the computer is returned in good condition within 7 days of billing.

The Library is Not Responsible for:

1. Damage to any removable drive (i.e. USB, portable drive, etc.) or loss of data that may occur due to malfunctioning hardware or software.
2. Any files left on any laptops or for loss or damage to user files during or after the loan period.
3. Any computer viruses that may be transferred to or from user drives or files.

By checking out a laptop you agree to follow these guidelines. If you fail to comply with these guidelines, you will no longer be allowed to borrow laptops.