



Wireless Laptop Policy and Procedure

The following policy applies to the wireless research laptops or notebook computers that may be checked out by Auburn University faculty, staff, and students for use in the RBD Library only.

Borrowers:

- Laptop/notebook computers can only be checked out by active Auburn University faculty, staff, and students with a valid Auburn University ID card (TigerCard).
- A valid Auburn University ID card (TigerCard) must be presented at the time of checkout.
- Library laptops are intended for university-related use, in accordance with Auburn University Office of Information Technology's Appropriate Use Policy available at http://www.auburn.edu/it_policies/appruse.policy.html.

Time Limits & Availability:

- Laptop/notebook computers can be checked out from the circulation/reserve desk on the first floor of the RBD Library any time the building is open.
- Checkout will be on a first-come, first-served basis for a maximum of 4 hours or up until closing time, whichever comes first.
- One four-hour renewal of the loan is available upon request, if other users are not waiting for a laptop/notebook computer and a fully charged battery is available.

Fines & Liability:

- The overdue fine is 10 cents per minute or portion thereof (non-refundable). Max. overdue fine: \$200.
- Replacement cost of a lost or stolen laptop/notebook computer will be no less than \$3,000 plus the accrued overdue fine(s) and a non-refundable \$15 processing charge.
- Replacement cost of a lost or stolen AC adapter/power cord or any part thereof will be no less than \$35 and a non-refundable \$15 processing charge.
- Repair cost for a damaged laptop/notebook computer will be the actual cost of labor and parts and a non-refundable \$15 processing charge.
- The person who checks out a laptop/notebook is responsible for its safe return to the Circulation/Reserve Desk (first floor, RBD Library) along with the Cisco PCMCIA wireless laptop adapter and power cord. The person will have to sign the following liability statement:
 "I agree to pay all costs associated with damage to this laptop computer or its associated peripheral equipment or its replacement costs should it be lost or stolen while it is checked out to me. I understand that the replacement cost for this laptop computer will be no less than \$3,000 plus the accrued overdue fine(s) and a non-refundable \$15 processing charge."

Security

- Do not, under any circumstances, leave a laptop/notebook computer or any other valuables unattended in the library.
- The Library is not responsible for lost or stolen laptops/notebook computers, personal computers, their components, or any other items.

Hints for Successful Use of Laptop/Notebook Computers

- While laptop/notebook computers are made to withstand the rigors of portable use, they are delicate electronic equipment and require certain care to insure proper operation. The following guidelines are provided to help you get the most from your use of a laptop/notebook computer:
- Turn the laptop/notebook computer off and place it in its collapsed or folded position any time that it is to be moved;
- Do not expose it to any magnetic fields that could damage the contents of the hard disk as a laptop/notebook computer contains a magnetic hard disk; and
- To ensure user privacy and for maintenance purposes, all user files will be removed from the laptop/notebook's hard disk after each use. The Library is not responsible for files remaining on the hard disk once a laptop/notebook is returned by the user, or for any loss of or damage to a user's files during the loan period.

Getting Help

Questions about the Auburn University Libraries Laptop/Notebook Lending Service may be directed to the Circulation/Reserve Desk (1st Floor RBD Library) at 844-1701 or Reference and Instructional Services (2nd Floor RBD Library) at 844-1737 or e-mail at aulwire@auburn.edu.