



SUBJECT: Library

POLICY: 904.1 Wireless Laptop Check Out

RELATED PROCEDURE:

EFFECTIVE: February 2004

REVISED: August 2013

REVIEWED:

Introduction and Purpose

Laptops with wireless network capability are available for check out at the Great Falls College MSU Weaver Library. Laptops are for use inside the main Great Falls College MSU campus buildings (main building and trades building). Each laptop will be clearly marked with a Great Falls College MSU ownership symbol and will have a machine number, barcode and security tag.

Policy

Check out

Users must agree to the terms of checkout by signing a Library Laptop Checkout Agreement. This includes assuming financial responsibility for the equipment valued at \$1,500.00 per laptop.

Privileges will be revoked for any patron violating the use agreement. In addition, any blocks on a patron record (overdue fines, etc.) will also prohibit laptop borrowing.

A valid MSU ID card must be shown to check out a laptop.

Community library users (courtesy borrowers) will not be eligible to check out laptop computers, but will be directed to use Library desktop computers.

Laptops will be checked out for 2 hours or until the Library closes, if that is less than 2 hours; one renewal may be allowed, depending on availability. \$2.00 per hour overdue fines will be assessed.

Power cords are provided with each laptop. Electrical outlets are available throughout the campus.

Laptop use

Laptops are for use only inside the main Great Falls College MSU campus buildings (main building and trades building).

Laptops may not be removed from these buildings at any time. Laptop checkout privileges will be revoked if the laptop is removed from the Great Falls College MSU campus buildings at any time. Borrowers must agree to not leave a laptop unattended and to refrain from having food and/or drink around the unit.

Users must comply with MUS Board of Regents and Great Falls College MSU policies for computer and network use.

Borrowers are expected to refrain from installing, deleting, modifying, or otherwise altering any hardware, software or data on the laptops, including display and desktop configurations. Saving to an external pen drive is recommended, but files can be emailed, or saved to assigned server storage space on the campus network.

Printing is available to laptop users. USB connections for printing from a laptop are available in the library.

Users should be aware that campus computers are not private or guaranteed secure and use of personal information should be kept to a minimum.

Users should immediately report any problems with a laptop to a Library staff member.

Each laptop must be returned to a Library staff member. Library staff will check each laptop in and complete the checkout agreement.