Laptop Loan Policy (7 day loan laptops)

By loaning a laptop you acknowledge that you agree to the terms of this document (a link to this document can be found on the Library website at: https://libguides.mmu.ac.uk/accessingitkit/laptops).

- Laptops are loaned on a first-come, first served basis.
- Laptops must be returned to the Library help desk they were issued from.
- Laptop checkout includes a laptop with power supply and carry bag. Please return all of these parts together.
- **Laptops are loaned for a maximum of 7 days.** When you have returned the laptop you will need to wait at least 24 hours before you may borrow another laptop.
- **Overdue fines will be charged for late return of laptops.** Current fine rates are available on the Library website: https://libguides.mmu.ac.uk/borrowing/fines
- If a laptop is overdue you will receive email notifications to your University account to remind you to return the laptop. You will be unable to borrow any further library items if the laptop is over 7 days overdue.
- **If the laptop is still overdue after 2 weeks then you will be invoiced for a replacement laptop.**
- Users must agree to abide by all aspects of ISDS’s Acceptable Use Policy. See https://www2.mmu.ac.uk/isds/information-security/policies/acceptable-use/
- Configuration of the loan laptops prevents the installation of any software, changing of systems settings, or downloading plug-ins as these actions could detract from the service for subsequent users.
- Files should not be stored on the Laptop hard drives (this includes the desktop). **All files saved on the hard drive will be removed when the laptop is powered off or rebooted.** Please ensure that you save your work every 20 minutes as although the laptop will prompt when the battery is low, these messages can easily be missed. ISDS accepts no responsibility for files lost or damaged while using the laptop equipment.
- Users accept **full financial responsibility** for any damage or loss to the equipment.
- In the event of a problem with the equipment (laptop or power supply) during your loan period, please contact the IT Helpline on 0161 247 4646.
- This agreement applies to any laptop issued via the Library help desks in the University.

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