

Laptop Loan Program

The Libraries at the East and West Campuses and the Wi-Fi Café at Metro Campus have laptops available with wireless capability for short-term loan to active Cuyahoga Community College students and faculty. The following are the laptop loan guidelines for service.

ELIGIBILITY

Laptops will be available to active Cuyahoga Community College students, faculty, and staff for college related business such as assignment preparation, course related work, and similar academic pursuits. This service is free; however, fees may be assessed for lost, damaged, or overdue laptops. Laptops do not circulate to community patrons or the general public.

LIABILITY OF USER

The user assumes all responsibility for the laptop and any associated accessories and is required to fill out and sign a Campus Laptop Use and Liability form and Laptop Loan Form each time a laptop is borrowed.

Users agree to adhere to the College Technology Resource Policy and Procedures (3354:1-50-05; 3354:1-50-05.1) and shall not install software, change configurations, or alter systems hardware/software. All files or programs saved on the laptop will be deleted; the user is responsible for saving all files to a removable storage device. The Laptop Loan program is not responsible for damage to the users' data storage device(s), loss of data caused by hardware or battery failure, or files saved to the laptop hard drive. Users must not leave the laptop unattended at ANY time.

CIRCULATION PROCEDURES & GUIDELINES

Laptops are available for borrowing on a first-come, first serve basis and are loaned for up to a maximum of 4 hours. Laptops are not reserved in advance or available for renewal. Students, faculty, and staff with a valid Cuyahoga Community College I.D. (My Tri-C Card) AND either 1.) A valid State of Ohio Driver's License, or 2.) A valid State of Ohio Identification Card are eligible for the laptop loan program. There will be no exceptions to the forms of identification required. Staff shall inspect the laptop and contents during the check out and return processes in the presence of the borrower.

The My Tri-C Card ID card will be held at the Library (East, West) or Wi-Fi Café (Metro) until the computer is returned. We WILL NOT hold a drivers license for laptop computer checkout. The laptops are only for use at Cuyahoga Community College and must not be taken off campus.

PRINTING

Printing is not available from the laptop loan computers.

SOFTWARE

Available software on the Laptop computers: Microsoft Windows XP Professional, Microsoft Office 2003 (Access, Excel, FrontPage PowerPoint, Publisher, Word, Outlook), Microsoft Internet Explorer, Symantec Anti-Virus and Adobe Acrobat Reader 7.0.

HOURS OF SERVICE

The laptop loan service will be available during posted hours of operation. The laptop circulation will start 1/2 hour after opening and end 1 hour before closing time. Laptops are unavailable during College "break" periods or if the Laptop Loan desk is closed. Hours of Operation are posted. In the unexpected event that the Library / Wi-Fi Cafe is forced to close before the scheduled due time for a loaned-out computer, the student accepts responsibility to retain the computer until able to return it to the Library / Wi-Fi Cafe after it has reopened. No late charges will be assessed in this situation.

OVERDUE AND LOST/DAMAGED FINES

The overdue fine is \$5/hour (non-refundable) with a maximum late charge of \$200. Replacement cost of a lost or stolen laptop computer will be no less than \$1,400 plus the accrued overdue fine(s). A student/faculty/staff will be charged for a damaged laptop according to the following scale: If the damage is \$50.00 or less, the student/faculty, staff will not be charged. If the damage is between \$50.00 and \$500.00, the student will be charged \$50.00. If the damage is \$500.00 or greater, the student will be charged \$1,400. The student, faculty, or staff who checks out the laptop is responsible for its safe return and will have to sign the liability statement printed on the Campus Laptop Use and Liability Agreement Form. Laptops not returned by the end of business day may be reported as stolen to the appropriate College and/or local law enforcement agencies. The College reserves the right to refuse service to anyone that abuses equipment or is repeatedly late in returning laptops.

MAINTENANCE

Laptops will be re-imaged after each use and all unauthorized files or programs will be deleted. Any problems with the laptops (hardware, software, configuration, etc.) are to be reported to the Laptop Loan staff (East - Library Circulation Desk, Metro - Wi-Fi Café, and West - Library Circulation Desk).

ASSISTANCE

For further assistance, please consult with the appropriate staff on your campus.

