Laptop Checkout Policy

July 24, 2017

POLICY

The Library provides laptop computers at both the Prescott and Verde Valley libraries to YC students, staff, and faculty for use in the Library. The laptops can be checked out and are available for the purposes of study, work, and research. Laptops will print to the WEPA kiosks.

PROCEDURES

1. The laptop computers can only be checked out by currently enrolled YC students, staff, or faculty.

2. The laptops may not be removed from the library. If a laptop is taken out of the library, Campus Police will be notified and the borrower will be denied future borrowing privileges.

3. Patrons who have fines or fees of $10 or more are ineligible to use this service.

4. Laptops can be reserved up to eight days in advance. Individuals and groups may use the laptops on a walk-in basis.

5. Laptops must be returned 10 minutes prior to the Library closing.

Checkout Procedure

1. A patron borrowing a laptop must read and agree to abide by the YC Laptop Checkout Policy and the college’s Technology Resource Standards.

2. A patron is required to present a valid YC ID with a current semester sticker.

3. The checkout period for each laptop is up to 3 hours.

4. A laptop can be renewed while renewing the Study Room, if no other patron is waiting to check out a laptop.

5. The borrower must return the laptop and wire kit when they are finished. Laptops should not be left unattended and Library staff need to be informed of any problems found with the laptop so that it may be repaired.
Responsibility & Liability

A patron’s ability to check out a laptop may be suspended for 1 semester if the patron fails to return the loaned equipment by the due time on more than 3 occasions.

Overdue fines for laptops will be $1.00 per hour.

When the library closes at the end of the day, an unreturned laptop will be considered stolen or lost. Campus Police will be notified and an investigation may be initiated.

Under no circumstances should a borrower leave the laptop unattended. The library will not be responsible for a lost or stolen laptop.

It is the borrower’s full responsibility and fiscal liability for all costs associated with damage to the laptop computer or its associated peripheral equipment or its replacement costs should it be lost or stolen.

Disclaimer

YC Library is not responsible for damage to any removable drive (i.e. CD, DVD, USB, or portable drive) or loss of data that may occur due to malfunctioning hardware or software.

Users need to save their work to their network drive, CD, DVD, USB, or portable drive. The library is not responsible for any files left on any laptops of for loss or damage to user files during or after the loan period.

The Library is not responsible for any computer viruses that may be transferred to or from user discs or drives.