

Sullivan Library Laptop and Webcam Circulation Policy

2020-2021

(Adapted from the Chambers Library at the University of Central Oklahoma)

Two laptops are available for circulation from the Learning Commons (LC) office. They are to be treated as reserve items. Currently, their use is limited to the LC study rooms (to be hooked up to the projection/Smartboard system).

Two webcams are available for circulation from the LC office. They may be checked out for a twenty-four hour period and taken outside the Library.

Eligible Borrowers

- Currently-enrolled DC students and DC faculty and staff.
- A valid DC-1Card or state ID is required to borrow a laptop (no exceptions).
- Patrons must not have more than \$5.00 worth of fines and no lost/unpaid items on their library account.
- Patrons must sign a *Statement of Responsibility* per academic year in order to check out a laptop or webcam. This form outlines the rules and regulations that come with borrowing a laptop.

Circulation

Laptops

- Laptops can be checked out to eligible borrowers *for LC study room use only*. At this time, laptops cannot be checked out for any other purpose nor be used in any other part of the library or College campus.
- Laptops can be checked out for three hours at a time. Users must leave their DC- or state-ID with the LC clerk or librarian as long as they have the laptop checked out.
- Laptops can be renewed after three hours if no one else is immediately scheduled to use the study room.
- Only one laptop may be checked out per study room (*i.e.*, both laptops cannot be checked out to one group of students using one study room).
- *Laptops should not be left unattended*. If a student or group needs to leave the study room for a moment, they must bring the laptop to the LC clerk or librarian to hold until they return. If library staff finds that a student has left the laptop unattended, it will be returned to the LC office. The Library reserves the right to revoke borrowing privileges of patrons as necessary.
- If a laptop is stolen from the borrower, the borrower must report the incident immediately to library staff and together they must file an *Incident Reporting Form* with Public Safety (available on the DC Portal and website).
- Borrowers must save their documents to a USB or OneDrive account.
- Borrowers must shut down the computer after use.
- Upon check in, the LC clerk or librarian will inspect the laptop and its accessories to make sure they are in working order and not damaged.

Webcams

- Webcams can be checked out to eligible borrowers and may be used in or out of the Library.
- Webcams can be checked out for 24 hours.
- If a webcam is stolen from the borrower, the borrower must report the incident immediately to library staff and together they must file an *Incident Reporting Form* with Public Safety (available on DC portal and website).
- Upon check in, the LC clerk or librarian will test the webcam to make sure it is in working order and not damaged.

Fines and Fees

- Fines and fees apply to all eligible borrowers.
- Fines for overdue laptops and webcams are \$1 per hour. Diplomas and transcripts will be withheld from students whose library accounts are not in good standing. Patrons will be notified at the end of each semester if they have a fine attached to their account.
- If a laptop is not returned after 24 hours, it is considered stolen. The College's I.T. department will determine the monetary value of the equipment at the time of damage or loss. The borrower will be charged based on that determination.
- If a webcam is not returned after 72 hours, it is considered stolen. The College's I.T. department will determine the monetary value of the equipment at the time of damage or loss. The borrower will be charged based on that determination.
- All damaged or lost equipment will be charged to the patron. The College's I.T. department will determine the monetary value of the equipment at the time of damage or loss. The borrower will be charged based on that determination.

Hardware

Correlating adapters and laptops must be checked out together.

- RH-LIB-LP2 Dell AC/DC Adapter
- RH-LIB-LP2 Dell Latitude Laptop

- RH-LIB-LP3 Dell AC/DC Adapter
- RH-LIB-LP3 Dell Latitude Laptop

- LogiTech Webcam
- Gesma Webcam