



**TABLET and LAPTOP PROCEDURES, RULES & REGULATIONS**

The Library/Learning Resource Center (LRC)'s tablets/laptops may only be used in the Library. Removal of a Library tablet or laptop from the Library will be considered theft. All applicable laws will apply.

**Eligibility**

- Only SAU TECH cardholders may borrow a tablet.
- The borrower must present both (A) a valid government-issued photo ID; and B) a SAU Tech ID. The government-issued photo ID will be held along with the borrower's ID at the Circulation Desk until the tablet or laptop is checked back in by LRC staff.
- Must agree with signature to the SAU Tech Library/Learning Resource Center's *Equipment Loan Agreement* form.

**Loan Period and Availability**

- Tablets and laptops can be checked out from the Circulation Desk for 2 hours.
- Tablet and laptop lending will end one hour before the Library closes.
- Tablets and laptops must be returned 30 minutes before closing.
- Tablets and laptops checkouts are available on a first-come, first-serve basis and cannot be reserved.
- A cardholder may borrow only one tablet or laptop per day.

**Late Fees and Liability**

The borrower is financially liable for any lost, stolen or damaged tablet or laptop. Fines and fees for tablets and laptops will be processed the same as fines or fees for other library materials.

Description	Fines/Fees/Billing Cycle
For each hour or fraction thereof that the tablet or laptop is overdue. No grace period. No maximum fine.	\$10.00
Lost or damaged power cord.	Replacement Cost + \$5.00 processing fee. Billed: 24 Hours Overdue
Damaged tablet or laptop	Repair cost (up to replacement cost) + \$5.00 processing fee. Billed: 24 Hours Overdue
Lost or stolen tablet or laptop. (If tablet or laptop was stolen, the borrower is responsible for submitting a campus police report to the Library Director).	Replacement Cost + \$5.00 processing fee. Billed: 24 Hours Overdue

## Limitations on Tablet/Laptop Use

- Due to limited quantity and high demand, tablets may not be available upon request. All tablets/laptops are checked out on a first-come first-serve basis.
- Borrowers who wish to print from a tablet or laptop should consult a LRC staff member at the Circulation desk.
- The borrower must not leave the tablet or laptop unattended. If a borrower must leave for a short time, the tablet or laptop may be left with a staff member at the Circulation Desk with the understanding that the tablet's or laptop's check-in time will not be changed. If an unattended tablet is retrieved by a staff member the borrower's tablet and laptop borrowing privileges will be suspended.
- A borrower's files will be automatically erased from the laptop upon shut down. Therefore, borrowers are encouraged to preserve their files on an external USB drive or email the files to themselves.
- Each tablet/laptop will be restored to a default load upon each check in, deleting all data and apps from the previous user. The Library is not responsible for anything a borrower may put or leave on our equipment.
- LRC staff may not be available to provide technical support.
- The LRC assumes no responsibility for any damage to Library users' personal devices, software, files, and/or equipment. Tampering with LRC equipment or attempting to access or modify the operating system or any other software or programming, including bypassing security functions, is prohibited.
- No filtering (blocking software) is used on these computers.
- Tablets/laptops may not be used to engage in illegal activities or to disturb other patrons. If asked to refrain, you must comply immediately. Failure to comply may result in the loss of computer privileges.
- The LRC adheres to the SAU Tech's *Computer/Internet Use Policy*, which is available at the Circulation Desk.



www.shutterstock.com · 165101987



**EQUIPMENT LOAN AGREEMENT**

I agree to assume full responsibility for the safety and care of SAU Tech’s loaner equipment during the time(s) that it is checked out to me.

I will return the equipment on time and to a staff member at the Circulation Desk. I agree to be held financially responsible for any damage or loss, including all applicable late, billing, process, and replacement fees, incurred while this equipment is checked out to me.

I will not tamper with the hardware or existing software and I understand that I am responsible for removing/transferring any files, documents, software or apps purchased or added to library equipment before returning it.

My signature below acknowledges that I have read and agree to the terms above. It also indicates that I understand that this agreement, which will be kept on file at the Library Circulation Desk, is binding and enforceable during the entire period in which I have equipment privileges at Southern Arkansas University Tech.

**Signature of User** \_\_\_\_\_

---

**Library Use Only**

Name of SAU Tech Student (printed):

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

Patron’s ID Number: 24195 \_\_\_\_\_

Today’s Date (MM/DD/YY): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Staff Assisting Patron: \_\_\_\_\_