TABLET and LAPTOP POLICY

The Library/Learning Resource Center (LRC)'s tablets/laptops circulate for a period of two days. Failure to return a tablet/laptop will be considered theft after 24 hours overdue. 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 to be copied; and B) a SAU Tech ID for check out purposes.
- A valid phone number and email will be verified before check out is approved.
- Borrower 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 a 2-Day loan period.
- 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. Grades and/or transcripts will be held until all fees are paid. Unpaid bills are subject to SAU TECH Collection policies.

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.
- The 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 their self.
- 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 in the Student Handbook and on the web.

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 _____

☐ PHONE _____ ☐ EMAIL _____

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: _____