

### **Laptop/Surface Borrowing Policy and Procedures**

Thomas C. Donnelly Library is committed to supporting learning through technology. Therefore, we are providing laptops to students through a borrowing agreement. All laptops/surfaces along with other equipment belonging to the device are only for student checkout.

The equipment is cataloged for inventory into our cataloging system using a barcode to identify the individual laptops/surfaces and for easier tracking of checked out material.

An equipment loan and check out list and agreement will be provided to the borrowing student for signature at the time they are checking out any equipment. A signature and initials will need to be provided by the student on the forms.

Items must be returned to the Donnelly Library directly by the student.

#### **DAMAGE or LOSS:**

Borrower (student) will be financially responsible for the cost of the borrowed equipment due to damage, loss, theft, or failure to return the item. Upon return a staff member will inspect the equipment to reassure that there are no missing or physical damage to any items. Library staff will not check-in any damaged items until they have been inspected and assessed. The student will be responsible for all equipment checked out to them until it is checked in by the library staff member.

The cost of repairs or replacement due to failure to return equipment, misuse, theft, or loss will be the borrowing student's responsibility. The cost will be determined by the damage, repair and/or replacement cost and the value of the equipment as set by ITS.

The repair or replacement cost for damaged items will be imposed on the borrowing student's NMHU account. If the borrowing student returns equipment which is damaged, a suspension of the student's borrowing privileges may be imposed. An outstanding repair or replacement charge imposed on a student's NMHU account may result in a hold on the student's ability to register for classes and obtain transcripts until the matter is resolved.

Any items loaned out need to be returned on-time. If not returned after 24 hours from the due date for return, the equipment will be declared lost. A replacement charge will be imposed on the borrowing student's NMHU account. The failure to timely return borrowed equipment may result in a suspension of the student's borrowing privileges. An outstanding replacement charge on a student's NMHU account may result in a hold on the student's ability to register for classes and obtain transcripts until the matter is resolved.

The Library Director has discretion for waiving any fees.