Guidelines for using the laptop and tablet loan service

1. Borrowing
   - laptops are available for loan in most libraries and Manuscripts and Special Collections, and from the Cripps Computing Centre service point counter
   - iPads are available for loan in most libraries
   - you must have a valid University of Nottingham University Card, username and password to borrow a laptop or tablet
   - the conditions for borrowing a laptop or tablet are covered in the Code of Practice for Users of the University Computing Facilities at: http://www.nottingham.ac.uk/is/documents/about/codeofpracticeforuniversitycomputingfacilities.pdf
   - you may borrow one laptop or tablet at any one time and the loan is not transferable.

Library laptops/tablets may be borrowed from the lending desk for three hour loan periods. One week loan laptops, available from the Cripps Computing Centre, may be pre-booked for next day collection.

2. Using the laptop/tablet
   - library laptops/tablets can only be used within the home library and must not be removed from the building
   - keep the laptop/tablets with you at all times, as you are personally responsible if it is lost, stolen, or damaged
   - the hard drive cannot be used for temporary or permanent storage of files. Security software reconfigures the laptop/tablet each time it is rebooted/returned, erasing any files on the hard drive
   - laptop plug-in points and/or wireless access is available in all library locations
   - please ask staff for advice on using the laptop/tablet or contact the Student IT Helpline on (0115) 95 16677.

3. Return
   - library laptops/tablets must be returned in person to the lending desk and cannot be returned elsewhere
• Cripps Computing Centre laptops must be returned in person to the service point counter and cannot be returned elsewhere
• laptops must be returned at the latest by the specified times
• late return will incur a fine
• non-return will incur a fine of:
  ▪ £150 for the laptop and £20 for the power supply
  ▪ £350 for iPads
• you must report any problems with the laptop/tablets when returning it.

4. Responsibilities
• The University of Nottingham assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the laptop/tablet has been returned
• The University of Nottingham is not responsible for any computer viruses that may be transferred to, or from, external storage solutions such as CD-R’s or USB pen drives used by the user
• The University of Nottingham will not be responsible for any personal media returned with the laptop/tablet by mistake.