



Guidelines for using the Libraries laptop loan service

Borrowing

- Laptops are available for loan in most libraries excluding Manuscripts and Special Collections and Denis Arnold Music Library.
- You must have a valid University of Nottingham University Card to borrow a laptop.
- Users must comply with the Acceptable Use Policy for using University provided IT facilities nottingham.ac.uk/dts/documents/policies/acceptableusepolicy.pdf
- You may borrow one laptop at any one time.
- The loan period is **twenty-four hours**.
- The loan is not transferable.

In most libraries, you can borrow a laptop from the lending desk. In Hallward and George Green libraries, you can borrow a laptop from the self-service lockers on the entrance level.

Using the laptop

- You may take the laptop out of the library but always keep the laptop with you, as you are personally responsible if it is lost, stolen, or damaged.
- Please don't store your files on the hard drive - use Microsoft OneDrive instead. Security software reconfigures the laptop each time it is returned, erasing any files on the hard drive.
- Laptop plug-in points and wireless access are available in all libraries.
- Please ask library staff for advice on using the laptop (you can spot them in the blue lanyards).

Return

- Please return the library laptop to the lending desk you borrowed it from, or in Hallward and George Green libraries to the self-service lockers.
- Non-return will incur a fine of £150 for the laptop and £20 for the power supply (where supplied).
- If you find any problems with the laptop you are using, please report them when returning it, so that we can get it fixed.

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 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 USB pen drives used by the user.
- The University of Nottingham will not be responsible for any personal media returned with the laptop by mistake.

Contact us

If you have any comments or queries about this service, please get in touch:

- In-person (look out for the blue lanyards)
- Email library-helpline@nottingham.ac.uk
- Call 0115 95 16393
- Talk to us on live chat nottingham.ac.uk/library/help

Longer loan laptops

If you want to borrow a laptop for a longer period, please visit: nottingham.ac.uk/dts/help/laptop-loan-and-repair