Laptop Loan Policy

Eligible Borrowers:
Only Citadel faculty, staff, and currently enrolled students with a validated Citadel ID. No other form of ID should be accepted. Patrons with Daniel Library borrowing cards are ineligible for this service. Patron's record must be in good standing.

Loan Period:
Laptops are restricted to library use only. Laptops may be checked out for a period of six hours or less, depending on time of check-out.

Hours of Service:
Laptops will be available during library-hours of operation. Laptops are available on a first-come, first-served basis. Laptops will not be reserved.

Responsibility
Patrons must read and sign an agreement informing them of their responsibilities and verifying the condition of the laptop at time of check-out. Patron must leave their Citadel ID at the Circulation Desk.

The patron to whom the laptop is signed out will be responsible for any loss or damage that occurs before it is returned to library staff at the Circulation Desk. The patron will be responsible for up to the full replacement cost ($2,500) if the laptop is damaged or stolen.

All user files must be saved before returning the laptop to the Circulation Desk. Once the laptop is restarted, any files saved to the hard drive will be erased. The library will not be responsible for lost files.

Return of Laptops
Laptop must be returned to a library staff member, and checked-in before patron leaves. If a laptop is left on the counter and not checked in by a library staff member, the patron responsible for the laptop will be subject to a $10 fine and laptop checkout privileges will be revoked.

Library staff will verify that the laptop is in good condition and that no components are missing. This may take 10 to 15 minutes.

In case of emergency evacuation please take the laptop with you and return it to the Circulation Desk when the building is safe to reenter.

PURPOSELY DAMAGING OR REMOVING LIBRARY PROPERTY IS CONSIDERED A CRIMINAL ACT. APPROPRIATE MEASURES WILL BE TAKEN.

Fines/Late Charges
A $9.00 late fee will be assessed for each hour or portion thereof that the laptop is returned beyond the due time. The maximum overdue fine will be $45. Fines will be recorded on patron's library record.