Library Laptop Policy

Current Texas A&M University-Kingsville students may checkout a laptop with their TAMUK ID card.

Time Limits, Availability and Fines

✓ One laptop per patron may be borrowed at a time.
✓ 12 Laptop computers are available for checkout, as follows:
  o 6 laptops may be checked out for 4 hours, LIBRARY USE ONLY. No renewals. In case of a Library evacuation, keep the laptop with you and return it when you are permitted to re-enter the building.
  o 6 laptops may be checked out for 4 days and may leave the Library. No renewals.
✓ TAMUK ID must be presented at all times. No exceptions.
✓ Laptop Agreement Plan must be completed and signed each time a laptop is checked out.
✓ User must login to laptop as part of check out procedure.
✓ Laptops may not be reserved. Laptops are available on a first come first served basis.
✓ Laptops may not be checked out for other users.
✓ Overdue fines will accumulate at a rate of $1.00 per hour for laptops checked out for LIBRARY USE ONLY. Overdue fines will not be waived or appealed.
✓ Overdue fines will accumulate at a rate of $25.00 per day for laptops checked out for use outside the Library. Overdue fines will not be waived or appealed.
✓ Patrons assume all responsibility for any equipment damage, repairs, and or replacement costs. Including full laptop cost ($750), case ($60), charger ($70), processing fee ($50).
✓ All laptops must be returned to the Library Circulation Desk before the Circulation Desk closes. The Circulation Desk closes 15 minutes before closing time.
✓ Always save to a thumb drive.

Borrower’s Responsibilities

The Borrower assumes all responsibility for all costs associated with the loss, theft or damage to the laptop and its accessories.

The Borrower must inform the Library Circulation Desk staff immediately of any problems, damages, malfunctions, loss or theft of the laptop.

The laptops checked out for IN HOUSE USE must remain in the Library at all times.
The Borrower must not leave the laptop unattended or loan it, or otherwise provide the laptop, to any other person.

**All files must be saved to a personal thumb drive.** The Library does not assume any responsibility for files stored to the laptop.

No software may be loaded onto the laptop at any time and none of the existing software or configuration options may be altered or deleted.

Return Procedures

- The laptop must be returned to the Circulation Desk.
- Library staff will check the laptop for any damage. This may take 10 to 15 minutes. If damage has occurred, charges will be assessed accordingly.
- All fines and charges will be attached to the user’s library account and may result in a transcript hold.
- Failure to return equipment when it is due may be considered theft of university property and appropriate action will be taken.

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