

SUBJECT: Wireless Notebook Circulation Policy

I. Purpose: To provide wireless notebook computers for Southern Utah University (SUU) student use in the Gerald R. Sherratt Library.

II. Definition:

A. Included in the checkout are the following components:

- *Notebook computer and battery
- *USB Optical mouse
- *Power adapter
- *Carrying case
- *Checklist of computer components.

III. Patron Use:

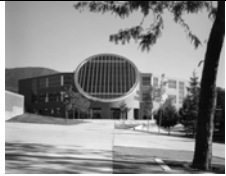
- A. SUU students, in good standing with the Library, are eligible to check out the wireless notebook computers for in-library use only. Students are defined as registered students in on-campus classes and distance education students.
- B. Notebook computers are available on a first-come, first-served basis and may not be reserved or held for individual or class use.

IV. Checkout Procedures:

- A. An SUU student must present his/her valid id card with current semester sticker on the card in order to check out a wireless notebook computer.
- B. Notebook computers may be checked out for a 4 hour time period or until 30 minutes prior to closing whichever comes first. Wireless notebooks may be renewed once for an additional 4-hour period if no one is waiting.
- C. The first time a student checks out the computer each semester they will be required to read and sign a copy of the Southern Utah University Appropriate Use Policy and Liability Statement. A copy of their form will be kept on file for each semester.
- D. Circulation staff will only checkout a complete wireless notebook package which includes the computer, an optical mouse, power adapter, and carrying bag. Before completing the transaction the staff member will make sure a copy of the Southern Utah University Appropriate Use Policy and Liability Statement is on file for that student.
- E. Each time the student checks out a wireless notebook computer they should be reminded that they are not to download any programs to the computer or save their files to the notebook computer. All programs and files will be erased when the wireless notebook is shutdown.

V. Check-in Procedures:

- A. Students must return the wireless notebook computer to the circulation desk with power left on. They will be required to show that it is in proper working order and that all equipment has been returned. Staff are then authorized to check the computer in and place it in the charging station for use by the next student.



VI. Fines and Damages

- A. Fines accrue at the rate of \$20 per hour after check out period ends. Maximum fine is \$200.
- B. If a student returns the wireless notebook computer or its peripheral equipment with damage the following fees will be charged:
 - * Notebook computer damage to hardware: \$100-\$1900 depending on damage. Circulation will work with Information Technology Department in assessing the correct amount.
 - *Notebook computer software damage: \$150
 - *Battery: \$110
 - *USB Optical Mouse: \$20
 - *Power Adapter: \$40
 - *Carrying case: \$50



**Southern Utah University
Appropriate Use Policy
Liability Statement for Wireless Notebook Checkout**

I agree to abide by the campus computing policy. For the complete policy please refer to:
<http://www.suu.edu/pub/policies/pdf/PP52Computing.pdf>

- **I have read the above appropriate use policy and agree to abide by these regulations.**
- **I agree to return the wireless notebook computer and equipment to a staff member and never leave it unattended. SUU Library is not responsible for lost or stolen computers or equipment.**
- **I further agree to pay all fines, costs associated with damage to this notebook computer or its associated peripheral equipment, or its replacement costs should it be lost or stolen while it is checked out to me.**
- **If I lose the wireless notebook computer, I understand that I will be charged \$2,000 for the replacement of the computer and its peripheral equipment.**

Signature

Name (Please Print)

Date

Student ID

Semester/Year