



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Library Laptop Lending Policy
Policy Number:	AA 07-006
Policy Administrator:	Dean of the Library and Provost
Policy Initiator:	Rick Robison
Authority:	
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Approved:	Thomas Cropper, President
Approval Signature:	

Purpose: To define the goals and procedure involved in lending laptops to California Maritime cadets.

Scope: This policy affects all students of the California Maritime Academy.

Accountability: The Dean of the Library.

Policy: In order to increase Cal Maritime Library's computing capacity and better serve the cadets, the Library lends some laptops for student use within the Library only. The procedures document clearly states all of the rules, restrictions, and penalties involved with this policy.

Procedures for Laptop Lending in the Library

The Cal Maritime Library lends laptops on a first-come, first-served basis for use by students in the Library only. At this time, only currently enrolled students are eligible to borrow a laptop from the Library.

In order to borrow a laptop, students must have:

- A Cal Maritime photo ID (PortPass) presented in-person at the Front Desk;
- A Library account in good standing (i.e. no fines, no overdue books);
- A signed Library Laptop Liability form on file (replacement cost: \$1,800);

The equipment includes:

- HP EliteBook Folio 9470m
- Power cord
- Kensington lock and key
- Flash Drive (All work must be saved to a Flash Drive or sent via Email.)
 - Optional equipment (must be signed for):
 - HP UltraSlim Docking Station (9470m)
 - Buffalo MediaStation DVD-RW USB 2.0 PORTABLE

Loan Period

- The loan period is for **3 hours**.
- Limit: only 1 laptop per student.
- Renewals are allowed when no one is waiting. Renewals must be done at the Front Desk.
- **In-Library Use Only**. Laptops may not leave the building.

Loan Enforcement

- The Library reserves the right to deny checkout privileges based on past abuses.
- The borrower agrees to return the laptop equipment in the same order and condition as when received. If equipment is damaged or lost while on loan, cadet agrees to reimburse the Academy for the costs of repair or full replacement cost (**\$1,800**).

Overdue Charges

- Overdue charge is a flat fee of **\$25.00**.
- There is no grace period.
- Please report loss, damage, or defect to the Front Desk immediately.
- Full replacement cost is \$1,800.

Printing Your Work

- Printing is currently unavailable on laptops. (To print, either email your work to yourself or save it to the flash drive and print using a public computer.)

Security

- A Kensington Lock is provided on checkout. Nevertheless, do not leave the Library laptops unattended. You are responsible for the laptop checked out to you.
- Personal software may not be loaded onto the laptop. **NOTHING CAN BE SAVED TO THE HARD DRIVE.** Each laptop is equipped with Deep Freeze software that will delete all files on shut down or restart.
- Suggestions for desired software may be made at the Front Desk. The Library, in consultation with IT, will consider each request.
- **SAVE ALL WORK TO A FLASH DRIVE OR EMAIL TO YOURSELF.**

Assistance

- The Library may answer a limited number of technical questions about operation of the Library laptops at the Front Desk. If major troubleshooting is required, someone at the Library Front Desk will contact the IT Help Desk.
- Please report any hardware or software problems to the Front Desk staff when returning the laptop.

LAPTOP LIABILITY FORM

Your student Library account must be in good standing (no fines; no overdue items) in order to borrow the laptop.

- I understand that this equipment is a **3-hour library loan and cannot leave the building.**
- I may renew for another 3-hours if no one is waiting to use the laptop.
- I will immediately inspect the laptop upon checking it out and agree that it is in good condition.
- I will not tamper with hardware or existing software.
- I understand that I must email my work to myself or save my files to a Flash Drive.
- I agree to protect this equipment from theft and/or damage. I will not leave the laptop unattended. (*A Kensington Lock is included for use.*)
- I understand that I am responsible for any and all damage and may be liable for the full **Replacement Cost of \$1,800** in the event of theft or damage.
- I agree to return the laptop to the Front Desk by the time due and personally give it to a Library staff member.
- I must renew or return the laptop before the time due or be charged a flat **\$25 late fee.**
- I acknowledge that the Library is not responsible for any damage to files or removable media (e.g. Flash Drives).
- I understand that all work saved on the laptop will be erased and the Library accepts no responsibility for lost files.
- I acknowledge that use of the laptop is governed by the Computer Use Policy and Wireless Network Policy and agree to be in compliance.

Laptop privileges may be revoked if a borrower violates any part of this agreement.

My signature below indicates that I have read the Laptop Liability Form and acknowledge that I am financially responsible for the full replacement cost (\$1,800) of the laptop and its accessories in the event of loss, theft or damage while signed out in my name. I agree to abide by these conditions of use.

Signed _____

Print name _____

Cell Phone Number _____ Date _____

FOR STAFF USE

PortPass # _____ Initials _____ Date _____ Message in patron record _____