

1. Purpose

The University of Niagara Falls (UNF) makes laptops available to students to support them in their classwork and learning. The loan of the laptops is overseen by the UNF Library. The purpose of these guidelines is to guide the circulation of the laptops, and to ensure equitable access and their responsible use.

2. Related Guidelines and Procedures

- [UNF Library Circulation Guidelines Procedure](#)
- [UNF Electronic Access Guidelines](#)

3. Borrowing Eligibility

All active members of the UNF community are eligible to borrow laptops. This includes students, faculty, and any staff employed by UNF. However, in times of high demand, priority is to be given to students.

All eligible borrowers must present their UNF ID card before borrowing a laptop. Digital representations of the UNF ID card may be accepted at the discretion of Library Staff.

4. Loan Period

Laptops are available for 24-hour loan from the Library Services Desk. In case of closure, including holidays and weekends, laptops will be due back by closing time on the day they are borrowed.

Laptops are loaned on a first-come, first-served basis. They cannot be reserved. Renewals may be permitted at the discretion of Library Staff, based on demand and availability.

5. Appropriate Use and User Responsibilities

Laptops are subject to the guidelines laid out in the UNF Electronic Access Guidelines.

Users are responsible for the laptop for the full duration of the loan. Loans are only considered closed once the laptop has been returned to the Library Services Desk and checked-in with the circulation system. Laptops may only be returned to the Library Services Desk. Leaving a laptop at any other location, including the Student Hub or Security desk, is considered negligence and will result in the revocation of borrowing privileges.

Users are held responsible for any damage or loss incurred to the laptop during the loan. This includes damage to any physical components of the laptop, as well as any damage to the

operating system, files, or software. Users are prohibited from installing any software onto the laptop, or from altering or deleting any existing software.

Library staff will inspect all laptops for damage upon check-in. In the event of any damage or loss, replacement and repairs costs will be charged to the user. The amount to be charged is determined by the UNF IT department. Borrowing privileges may also be revoked, at the discretion of the University Librarian.

6. Battery and Charging

Laptops have a battery life of approximately 2 hours, depending on use. The Library lends out chargers to be used with the laptops – however, quantities are limited. Users are permitted to use their own compatible chargers.

7. Data and Files

The Library is not responsible for the loss of any personal data or files saved on a laptop. It is recommended to save any data or files in cloud-based storage, and to save often while working.

8. Revision of Guidelines

This Laptop Lending Guidelines will be reviewed annually to ensure its effectiveness and alignment with UNF's goals and values.