

MANUAL: Health Sciences Library Policy & Procedure

POLICY & PROCEDURE: Laptop Checkout and Use

RESPONSIBLE PERSONS: Library Staff and Customers

POLICY

1. The Mount Carmel Health Sciences Library (MCHSL) lends laptops to associates of the Mount Carmel Health System (MCHS) with current library account, including Mount Carmel College of Nursing (MCCN) students and faculty.
2. Customers are lent a laptop, mouse and a power cord. No additional equipment is provided.
3. Customers are not allowed to have more than one laptop lent to them at any given time.
4. Customers must provide valid associate or student ID which will be kept during the loan period.
5. Laptops are available for in-library use only.
6. Internet access is only available through an unsecured wireless service provided by Time Warner for MCHS. Users must agree to the terms and conditions presented after accessing the internet service for the first time.
7. Access to Insight, MCHS Intranet, is not available.
8. Dialup Internet access is not allowed.

LIABILITY

1. Customers are not allowed to remove laptops from MCHSL premises.
2. Any laptop or equipment malfunctions should be reported to MCHSL staff immediately upon powering up checked-out laptop.
3. In the event of loss or damage, the customer is legally liable for the cost of repair or replacement.
4. MCHSL is not responsible for customers' lost or damaged files, hardware or software.

LOAN PERIOD

1. Laptops may be borrowed for a maximum of 3 consecutive hours.
2. If all laptops are checked out and there is additional demand, MCHSL staff will create a waiting list to ensure that the next available laptop will be checked out in order of names on the waiting list.
3. Laptops may be renewed in-person after initial loan period, depending on availability and if there is no waiting list for laptop check-out.
4. Laptops are available on a first-come, first-serve basis and may not be reserved by customers.

SUBJECT: Access Services – Laptop Computers

5. MCHS associates may reserve laptops for workshops and other needs which will be conducted on MCHSL premises.

USER FILES

1. Customers should save files to their own portable device. Files may also be burned to a CD or DVD. All user-created files will be deleted when the laptop is turned off or rebooted.
2. Customers are responsible for files saved on the laptop.

FINES & REPLACEMENT FEES

1. Overdue fines are \$5 per hour.
2. Laptops that are 24 hours overdue will be considered lost.
3. The customer is financially responsible for a lost or damaged laptop, mouse or power cord.
4. A repair fee will be levied for the damaged laptop, mouse or power cord based on the cost of the repairs. All repair fees will be determined by MCHS Information Resources Department, and an additional \$100 processing fee will apply.
5. A replacement fee of \$1,517 will be assessed for any laptop lost or damaged beyond repair.

PROCEDURES

CHECKOUT LAPTOP

1. Laptops will be checked out accessing the patron's record in the integrated library system, Millennium.
2. All contact information in the customer's patron record must be verified with the customer before checking out the laptop and corrected as needed.
3. Customer must read and sign MCHSL's Laptop Loan Agreement. Signed Laptop Loan Agreement should be placed in the file folder on the Closed Reserve shelf along with the customer's MCHS ID badge.
4. Laptops, mice and power cords are numbered to ensure each mouse and power cord is kept with the corresponding laptop. The numbers on the mouse, power cord and laptop must match when the items are checked out.
5. Scan the laptop barcode.
6. Give laptop, mouse and power cord to the customer.
7. Familiarize the customer with the laptop's functions (i.e. adjusting the laptop's volume, location of the USB ports).
8. Customer must be advised that all wireless printing directed from the laptops will connect to the printer on the 3rd floor of MCHSL.

SUBJECT: Access Services – Laptop Computers

9. Instruct customer that the logon username for laptop wireless connection is **libraryuser**, and the password is **libraryuser**.

CHECK IN LAPTOP

1. Before check-in, the laptop, mouse and power cord must be inspected in the presence of the customer for signs of physical damage and to ensure the laptop is in working condition.
2. Check in the laptop using Millennium.
3. Place laptop, mouse and power cord on the on the supply counter in MCHSL's staff room.
4. Move the customer's Laptop Loan Agreement for the returned laptop into a separate file named 'Laptop Loan Agreements Archive' for record of transaction. This file is located on the Closed Reserve shelf. Laptop Loan Agreements will be kept in the designated file for one month.
5. Return the ID badge to the customer.
6. Returned laptop must be charged by connecting the power cord and plugging the laptop into the surge protector. Laptops and corresponding mice should be kept on the counter until the laptop is fully charged.
7. Once charged, the laptops, mice and power cords are to be locked in the designated file cabinet prior to MCHSL closing.
8. Before each daily MCHSL closing, all laptops must be stored and locked properly.

DEVELOPED BY: Library Staff

DATE: 11/11/08

REVISED BY: Library Staff

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REVIEWED BY: Stevo Roksandic, Director

11/14/08

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DATE: 11/11/08