

SUBJECT: Library
PROCEDURE: 902.1.2 Laptop and Wireless Hotspot Borrowing
RELATED POLICY: 902.1 Student Borrowers
EFFECTIVE: January 2022 **REVISED:** **REVIEWED:**

Introduction and Purpose

Laptops, Chromebooks, and wireless hotspots are available for check out to Montana State University system students. These materials are also available to Great Falls College MSU faculty and staff.

Policy

1. Checkout

- a. Borrowers must be current Great Falls College MSU students or currently registered students at another Montana State University school (Bozeman, Billings, Northern). A current student ID number must be provided to check out materials.
- b. Great Falls College MSU faculty and staff must provide a current ID number.
- c. Policies 902.1 applies to laptop, Chromebook, and wireless hotspot borrowers. This means that borrowers agree to assume financial responsibility for loss, damage, or late return of these items, including charging cables and carrying cases.
- d. Community library patrons (courtesy borrowers) are not eligible to check out laptops, Chromebooks, or wireless hotspots and will be directed to use designated library desktop computers. The Great Falls Public Library may be able to provide community patrons with wireless hotspots.

2. Lending Periods

- a. Laptop computers, Chromebooks, and wireless hotspots may be checked out for 8 weeks.
- b. Laptops/Chromebooks must be returned by their due date. If a renewal is needed, students must return the device and may check out a different device. The same device cannot be renewed. There is no limit on the number of times these devices may be checked out, but the due dates/return dates must be adhered to. Renewals may not happen over the phone or via email.
- c. Wireless hotspots must be returned by their due date. Wireless hotspots may be renewed once and must be physically presented to a library staff member for renewal. Renewals may not happen over the phone or via email.

3. Laptop Use

- a. Laptops are for academic purposes only. Borrowers are expected to refrain from installing, deleting, modifying, or otherwise altering any hardware, software, or data on the laptops, including display and desktop configurations. Saving to an external drive is recommended, but files can be emailed, or saved to a cloud-based service accessed via web browser.
- b. Users should be aware that laptops are not private or guaranteed secure and use of personal information should be avoided.
- c. Borrowers agree to not leave a laptop unattended and to refrain from having food and/or drink around the unit.
- d. Users must comply with MUS Board of Regents and Great Falls College MSU policies for computer and network use.
- e. Users should immediately report any problems with a laptop to a Library staff member by email (preferred) or by phone.
- f. Laptops must be returned to a library staff member. Library staff will check the laptop in and verify that all components have been returned in satisfactory condition.



4. Fines for Overdue, Damaged, or Lost Items

- a. Overdue laptops/Chromebooks and wireless hotspots accrue at \$2.00 per item/per day, up to a maximum of \$25.00 per item.
- b. Damaged items will be assessed a repair or replacement fee, depending on the extent of the damage, as well as a \$20.00 processing fee. Damage will be assessed and determined by a full-time library staff member.
- c. If an item is considered lost, the borrower will be billed the replacement cost of the item plus a \$20.00 processing fee.
 - i. Late materials accruing fines up to \$25.00 will be considered lost.
 - ii. Library materials more than 15 days overdue are also considered lost.
- b. Unpaid fines/fees will be transferred to the Business Office for collection. The Business Office will add the amount due to your student account and may withhold academic transcripts and other university services from you until the amount is paid in full.

5. Borrowing Privilege Suspension

- a. The library reserves the right to suspend borrowing privileges under the following circumstances:
 - i. a borrower's library fines accrue to \$25.00,
 - ii. bills are transferred to the Business Office,
 - iii. recalled items and interlibrary loan materials are not returned on time,
 - iv. and/or laptops, Chromebooks, or wireless hotspots are not returned.