Laptops for Checkout

- Laptops may be checked out by SIUC patrons with a current, valid SIUC photo ID card.
- Courtesy Card and Guest Login Card holders are not eligible to check out laptops.
- Each patron will be required to sign a **Laptop Checkout Registration & Liability Form** to enroll in the program and this form must be filled out at the Circulation Desk.
- Laptops may be checked out for a 4-hour time period and may be renewed, depending upon user demand.
- **Laptops must be used within the library's security gates.**
- Laptops are configured with the same software as the public computers in the library. Attempts at installation of other software will automatically be blocked.
- **Never leave the laptop unattended.**
- Save all personal files to a personal flash drive, other storage device, or send to your email account. **Any files left on the hard drive will be deleted each night during the updating of the machine.** Neither SIUC nor Morris Library is responsible for the recovery of personal files saved on the laptop's hard drive.
- Laptops must be turned in to the Circulation Desk (1st floor) 15 minutes prior to library closing.
- **Laptop, AC adapter and bag are all reviewed for damage at both check out and check in.**
- When returned, ask for a receipt and keep it for at least three months.

! Laptop Fines ! A late fee of $60/hour ($1.00/minute) will be charged if the laptop is returned late ($300/5-hour maximum). Return on time to avoid these hefty fines! (Chronic abusers may have laptop privileges suspended.)

Source URL (retrieved on Apr 7 2016 - 8:16pm): [http://www.lib.siu.edu/laptops](http://www.lib.siu.edu/laptops)