Scope
As a result of the laptop loan program users will have enhanced access to the library collections and other information resources, and academic achievement will be positively impacted.

Laptop Lending Schedule
Monday-Thursday 9am-12 midnight
Friday 8am-9pm
Saturday 9am-9pm
Sunday 1pm-12 midnight
*Hours are subject to change during the semester*

Who Can Borrow?
Approved, students, faculty, and staff of Florida A&M University who have registered for the service and have not returned a laptop late.

What is my responsibility?
- The borrower is totally responsible for the laptop from the time of acceptance until the time the loan is cancelled. The user will be charged up to the full replacement cost ($2500) if the computer is damaged, not returned for any reason or components missing. Registration will be blocked, graduation will be blocked, and grades will be withheld. Library privileges will be revoked. The user will be charged with grand theft. FAMU Police Department, Property Records and Student Accounts will be contacted if equipment is not returned immediately.
- Be computer/laptop literate.
- Ask questions before making a loan; be familiar with the laptop policy and Loan Agreement.
- Never leave the laptop unattended.
- In case of emergency evacuation of the library - take the laptop with you as you exit the building.
- Never borrow a laptop for someone else to use.
- Save all personal files to a USB/flash drive. Hard drives are cleaned after every loan.

How long can I keep a laptop?
The loan period is up to six (6) hours daily. Loans are renewable based on availability. Laptops cannot be reserved. Laptops are available on a first-come, first-serve basis.
How much is the fine for returning a laptop late?
$5.00 per hour

How can I access the Internet?
Each laptop is equipped with a wireless card. The wireless card enables you to sit almost anywhere in the library and have full use of the computer and Internet.

Where must I return the laptop?
The borrower must return the laptop to staff at the Information Commons desk. Expect to spend 10 – 15 minutes to give time for staff to inspect the laptop and clear your loan.

Disclaimer
The library is not responsible for any computer viruses that may be transferred to or from a user’s diskette.
The library is not responsible for any files left on any computer or for loss of or damage.

Additional Policies, Terms, and Conditions

- Laptops must be returned to the Information Commons Desk within (6) hours of checkout or one to two hours before the library closes, whichever occurs first.
- Only one laptop may be checked out per person.
- Software loaded on the laptop include: The Microsoft Office 2007 Suite (Word, Excel, PowerPoint, Access, InfoPath, Groove, Publisher, OneNote, Office Tools), Internet Explorer, 7.0 Mozilla (Firefox), Image tools-MAGIX Photo clinic 4.5, Paint, SmoothDraw NX, Windows Media Player, Calculator, NotePad.

Direct questions related to laptop issues to the Library Systems Department at 561-2598 or stop by the Information Commons Desk -2nd floor, Coleman Library.