

# VIRGINIA WESTERN COMMUNITY COLLEGE

## BROWN LIBRARY

### LOANER LAPTOP POLICY

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#### **Purpose**

The purpose of the Brown Library Loaner Laptop Policy is to outline borrowing privileges and processes with the goal of encouraging responsible care and timely return of Library loaner laptops and their associated accessories (case and charger) to provide for optimal sharing of the collection.

#### **Policy**

##### Application Requirements:

Virginia Western Community College students must apply and meet eligibility requirements to borrow a loaner laptop from Brown Library. Students must apply each academic semester to borrow a loaner laptop for that semester. Application submission does not guarantee that a loaner laptop is available, nor that the student is eligible to borrow a loaner laptop.

- Currently enrolled Virginia Western Community College students are eligible to apply each academic semester to borrow a loaner laptop.
- Priority is given to currently enrolled Virginia Western Community College students who:
  - Demonstrate financial need, based on a current FAFSA or other financial aid
  - Reside in the Virginia Western Community College service area, which includes Roanoke City, Salem, Roanoke County, Craig County, Franklin County, and southern Botetourt County
  - Are in good standing with the College
  - Do not have access to a laptop or desktop computer in their homes
  - Are affiliated with the following programs or groups: TRiO, military, or Roanoke City CCAP student

If approved to borrow a laptop, students will be sent a notification to their VWCC student email account. Once notified, students will have three (3) business days to pick up the laptop from the Circulation Desk. In the event that the laptop is not picked up within three (3) business days, the laptop will be reassigned, and the student will then be placed on the waiting list to borrow a laptop.

##### Identification Requirements:

All students approved to borrow a loaner laptop for the semester are required to present their student ID or valid photo ID at the time of check out. Acceptable forms of ID include driver's license, military ID, or other government ID.

##### Loan Period:

Loaner laptops and their accessories can be checked out at the beginning of the academic semester and are due back on the last day of final exams that same semester.

##### Recalls:

Brown Library reserves the right to recall its materials at any time. If a recall is necessary on a loaner laptop, a library staff member will contact the student via College email or telephone to request the prompt return of the loaner laptop. A new due date will be issued that supersedes the original due date. Instances in which a loaner laptop may be recalled include but are not limited to malfunctioning hardware, student's withdrawal from courses, or documented violation of the Appropriate Use policies.

### Renewals:

Loaner laptops may not be renewed. However, students may reapply about a month before the start of the next academic semester for a loaner laptop for that semester.

### Returns:

Loaner laptops and their accessories must be returned to the Circulation Desk on the top floor of Brown Library and should not be placed in an on-campus book return box or mailed to the Library. Borrowers are responsible for the safe and timely return of loaner laptops.

### Overdue, Lost, Stolen, or Damaged Loaner Laptops:

At any time during the semester, a student may declare a loaner laptop and its accessories lost, stolen, or damaged. Damage to the laptop and its accessories includes, but is not limited to, accidental spills or drops, pet urine, insect infestations, etc. Students may be charged for damages to the loaner laptop or its accessories if the equipment is no longer operational and cannot be repaired. See Student Penalties subsection for repair or replacement costs due to damage.

Loaner laptops are considered overdue when not returned within twenty-four (24) hours of the stated due date and are long overdue when not returned within five (5) business days of the stated due date. Additionally, a loaner laptop will automatically be declared lost at the time of the final overdue notice sent two (2) weeks past the due date. See Student Penalties subsection for overdue and lost consequences.

Loaner laptops are equipped with Absolute Computrace management software. This provides the ability to pinpoint the location of the unit via GPS in the event of loss or theft. Borrowing the loaner laptop implies agreement to allow the tracking functionality and capability of this software.

In the event a loaner laptop is believed to be lost or stolen, the loss should be promptly reported to Brown Library staff along with an account of the nature of the incident. Local police and Virginia Western Community College Campus Police should also be notified, and a police report filed. A copy of the police report should be provided to Brown Library staff and IET for tracking purposes.

- **Student Penalties:** Students may be responsible for repair or replacement fees if gross negligence is determined to have been the cause of the loss, theft, or damage. Repair or replacement costs will be determined by library staff as advised by IET personnel. Replacement fees may be in excess of \$700.

In addition to the replacement fees, a negative service indicator, or hold, will be placed on the student account in SIS until either the loaner laptop and its accessories are returned to Brown Library, or the replacement fees are paid in full. Negative service indicators block students from registering, receiving transcripts, receiving financial aid distributions, graduating, etc.

If a student returns a laptop more than five (5) business days late (long overdue) twice, they will forfeit the privilege of borrowing a loaner laptop from Brown Library in future semesters.

### Student's Responsibility:

Students are responsible for returning loaner laptops and their accessories in good working condition by the date due. All students are responsible for having a current home/ mailing address on file with the College. Overdue notices emailed to a student's College email or mailed to the home/ mailing address on file are a courtesy; failure to receive an overdue notice does not relieve the student of the responsibility to return a loaner laptop by its due date.

### Appropriate Use:

This section of the policy applies to the loaner laptops available from Virginia Western Community College supporting the computing needs of the students at the College. Its purpose is to ensure the appropriate legal and economical use of these devices by authorized student users.

The following policies relate to their use:

1. The laptop is intended to be used for academic purposes. These uses include but are not limited to online course work, research, video conferencing, creation of presentations and documents.
2. The laptop and software should be limited to the student borrower engaged in College related activities only. The laptop and software shall be used in support of academic requirements. Use by non-students or for commercial objectives or non-College related activities is not permitted.
3. Staff may periodically examine laptop records (which may include files, logs, and listings) to diagnose problems and to assure these policies are being followed.
4. Transmitting or creating any material in violation of federal, state, or local laws and ordinances is strictly prohibited and will be reported to appropriate authorities as required by state or federal law.
5. No user shall attempt to alter in any manner the setup of the hardware or software on the computer outside what has been deemed appropriate for academic use.
6. Do not affix any additional stickers, labels, tags, or other markings to the equipment. Do not remove any barcodes, stickers, labels, or tags from the laptop, charging cord, or carrying case.