

# Student Laptop Loan

## Who is the service for?

If you are a **student** eligible to borrow **books** from the Drill Hall Library you are also entitled to borrow a **laptop**.

## Where can the laptops be used?

Anywhere within the main floor space of the Drill Hall Library (including Mezzanines). Certain desks have power points provided **on top** of the table. Floor level power sockets **must not** be used for plugging in the laptops.

**Note:** this does **not** include the teaching rooms or bookable group study rooms as the laptops are not allowed to leave the library.

## When are they available?

**10** laptops are available for loan and can be loaned 7 days a week at the following times:

**Monday - Sunday:** 9am – 11.30pm

## How do I loan a laptop?

Visit the main Drill Hall Library counter with your Student ID card and subject to availability you will be issued a laptop as a **Study Loan**. Failure to return the laptop on time will result in fines being applied to your Library account at a rate of 50p per hour or part thereof.

## Loan Details

**Type:** Study Loan

Day	Loan Periods
Monday - Sunday	9am – 11.30pm

## Saving your Work

The laptops are setup to return to a default state whenever they are logged off or restarted. As such **ANY** work that you save directly on the machine will be deleted as soon as you logoff.

**Only** use a USB stick for saving work.

## Conditions of use

Laptops should be returned at the end of the loan period. A fine of **50p per hour or part thereof** will be levied for late return.

The laptop must not be left unattended. If you need to leave the Library return the laptop to the library counter.

Users should store their files on a memory stick or other removable storage device. Any files left on the laptop will be wiped from the disk as soon as it is logged off or restarted.

The library cannot be held responsible for virus infections which spread to a users removable storage device. You are advised to check such devices when reattaching to another computer.

Users are required to abide by the regulations for computer use issued by their home institution which should be read and applied in conjunction with these Library rules and regulations.

University of Greenwich - [Rules and Regulations]

<http://www.gre.ac.uk/offices/ils/ict/policies>

University of Kent - [Regulations]

<http://www.kent.ac.uk/is/regulations/>

Canterbury Christ Church University - [Acceptable Use]

<http://www.canterbury.ac.uk/support/computing-services/general-information/policies-and-procedures.asp>

## Loss or Damage

The laptops must not be left unattended at any time. If lost or stolen, you will be liable for the replacement cost.