

# Laptop Loans for Learners

The College has invested in student loan laptops. The system functions along the same lines as our book lending system. If you would like to borrow a laptop then you will need your Learner ID card.

## Laptops

- Can be borrowed daily from the Library helpdesk
- Are available for learner use on the College premises only
- Laptops come with a charger which needs to be returned with it

## Borrow and Return Times:

- Monday 9-7pm
- Tuesday 9-7pm
- Wednesday 10-5pm
- Thursday 9-7pm
- Friday 9-4pm

## Printing

At present you cannot print from the laptops. If you need to print you will have to save your work to a removable memory device/ Cloud, open it on a PC and print from there.

## Laptop loan declaration

Each time you borrow a laptop, you will be asked to agree to the following:

- I will return the laptop by the closing time of the library from which it was borrowed, and if necessary report any damage to the enquiry desk.
- I understand that this laptop is for my personal use only, and I will not borrow it on behalf of a friend or colleague, or use it for work which is not educational in nature.
- I understand that software can be downloaded onto this laptop but will be deleted when the laptop is turned off.
- The Learning Resource Centre are not responsible for any damage to the borrower's data storage device(s), loss of data caused by software, hardware, battery failure or computer viruses.
- I will ensure that all files are saved to a removable memory device/cloud on return of the loan and understand that any files saved elsewhere on the laptop will be erased automatically when the laptop is turned off.
- I understand that if the laptop is lost, stolen or damaged whilst in my care, I am liable to pay replacement costs of £160 - £860 depending on the type of device.
- I understand that failure to pay this invoice will result in suspension of library services and disciplinary action under the Career Ready Standards Policy.

## Learner Details

Name:

Learner ID Number:

Email:

Head of School:

Course:

Condition of item on signing of declaration:

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Learner signature:

Date: