**Laptop Loans for Students**

The college have 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 Student ID.

**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 9-6.45pm
* Tuesday 9-6.45pm
* Wednesday 10-4.45pm
* Thursday 9-6.45pm
* Friday 9-3.45pm

**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 saves 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 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**

Sign Here:

Condition of item on signing of declaration:

Course Code:

Name:

Learner Number:

Programme Leader’s Email:

Programme Leader:

Email: