



Laptop Loan Policy

Laptops are loaned out from the **Circulation Desk** (located on the main level of Sprague Library), for a period of **three hours**, with the option to renew if laptops are available. All laptops **must** be returned to a staff member at the **Circulation Desk**.

*Laptops are available to MSU Students, Faculty and Staff only, on a first come, first serve basis with a **valid** MSU ID.*

The **laptops are not permitted to leave the Library**. Any laptop that leaves the premises is considered stolen, and will be reported to University Police. Replacement and/or repair costs of the laptop will be placed on the borrower's record and sent to the Bursar.

The laptop **must** be in the possession of the individual who signed for it at **all times**. The borrower is responsible for a laptop left unattended, stolen and/or damaged.

Any problems with the laptop should be reported to the Lab Assistant, located at the Circulation Desk, immediately.

For PCs - All files you create should be saved in the My Documents folder (which is in turn saved on your NetDrive and accessible from all other OIT labs), on a CD or USB drive or emailed to your mail account.

For Macs - All files you create should be saved to your NetDrive, CD or USB drive or emailed to your mail account.

The laptops are not equipped with a floppy drive. **All files created and saved on the desktop of the laptop are erased upon return of the laptop.**

All laptops must remain **powered on upon returning** to the LA; the LA will examine the laptop to ensure that it is in good working order.

The borrower **must** abide by all Computing Lab Policies and the Policy on Responsible Use of University Computing Resources.

Violations of the Policy on Responsible Use of University Computing Resources and/or theft are treated like any other ethical violation as outlined in the Student Handbook, relevant Contractual Agreements, and applicable Faculty and Staff Handbooks. Violators may also be subject to prosecution under applicable Federal and New Jersey statutes as well as University Code of Conduct Violations.

Statement of Liability

By loaning out a laptop, the borrower is agreeing to the terms and conditions of this policy

