Expectations for Use

Students are to use laptops in a respectful manner and to treat them with care.
Students are not to eat or drink while using laptops.
Students are not leave the laptop unattended. If you need to temporarily leave the library---return the laptop to the desk until you return.
Students are to use laptops primarily for academic research and writing.
If there are students waiting to use laptops, students doing nothing schoolwork-related will be asked to relinquish their laptops to waiting students.
Students are not allowed to download any new programs for computers without the express permission of the Librarian.
Students are not allowed to change the desktop background images on laptops.

Procedures for Use

Students who wish to use laptops in the library will present their Student Identification Card to the Librarian, who will store it until the laptop has been returned.
Students may only use their own Student ID Card for laptop use.
Students may not loan or pass laptops to other students. Laptops must be returned by the original student who has checked out, and may then be checked out to a fellow student.
Laptops checked out for group work must be checked out and returned by the same student. If a student has to leave before the remainder of the group, that student must return the laptop, which may then be checked out to a fellow member of the group.
Students may use laptops anywhere in the library. This does not include the McGowan Center or any other space out of view of the Circulation Desk.

Consequences of Ill Use

Students who are found to use laptops inappropriately will be immediately asked to relinquish their laptops. These occurrences will be put on record. Two cases of inappropriate laptop use will result in loss of laptop privileges and a referral to the Dean’s Office.
Students who are found eating or drinking while using laptops will be immediately asked to relinquish their laptops, dispose of food, and exit the library. First occurrence will result in loss of laptop privileges.
Students who leave their laptops unattended, fail to return laptops before leaving (with or without a group), or who pass a laptop to or receive a laptop from another student will receive a warning, which will be put on record. Three warnings will result in loss of laptop privileges.
Students who attempt to purposefully leave the library with laptops will immediately lose laptop privileges and receive a referral to the Dean’s Office.

I understand these rules and will follow them accordingly.

Student Name:______________________________________________________________

Student Signature:_________________________________ Date: ______________