

SUBJECT: Access Services – Laptop Computers

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Laptop Checkout and Use

RESPONSIBLE PERSONS: Library Staff and Clients

POLICY

1. The Mount Carmel Health Sciences Library (MCHSL) lends laptops to colleagues of the Mount Carmel Health System (MCHS) with valid library accounts, including Mount Carmel College of Nursing (MCCN) students and faculty.
2. Clients are lent a laptop, mouse, power cord and one 2GB flash-drive. No additional equipment is provided.
3. Clients are not allowed to have more than one laptop lent to them at any given time.
4. Clients must present a valid MCHS or MCCN student badge in order to check out laptop.
5. Laptops are available for use on MCW Hospital Campus only.
6. Internet access is only available through an unsecured wireless service provided by Time Warner for MCHS and MCCN. Users must agree to the terms and conditions presented after accessing the internet service for the first time.
7. Access to Insight, MCHS Intranet, is not available.
8. Dial-up Internet access is not allowed.
9. Printing is available on laptops connected to the Mount Carmel West network.

LIABILITY

1. Clients are not allowed to remove laptops from MCW Hospital Campus premises.
2. Any laptop or equipment malfunctions should be reported to MCHSL staff immediately upon powering up checked-out laptop.
3. In the event of loss or damage, the client is legally liable for the cost of repair or replacement.
4. MCHSL is not responsible for clients' lost or damaged files, hardware or software.

LOAN PERIOD

1. Laptops may be borrowed during 1 calendar day of MCHSL daily open hours.
2. If all laptops are checked out and there is additional demand, MCHSL staff will create a waiting list to ensure that the next available laptop will be checked out in order of names on the waiting list.
3. Laptops are available on a first-come, first-serve basis and may not be reserved in advance by clients.
4. MCHS colleagues may reserve laptops for workshops and other needs which will be conducted on MCHSL premises.

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USER FILES

1. Clients should save files to their own portable device or provided flash drive. Files may also be burned to a CD or DVD. All user-created files will be deleted when the laptop and flash drive are returned.
2. Clients are responsible for files saved on the laptop and provided flash drive.

FINES & REPLACEMENT FEES

1. Laptops that are 24 hours overdue will be considered lost.
2. The client is financially responsible for a lost or damaged laptop, mouse, power cord or provided flash drive.
3. A repair fee will be levied for the damaged laptop, mouse, power cord or provided flash drive based on the cost of the repairs. All repair fees will be determined by MCHS Information Resources Department, and an additional \$100 processing fee will apply.
4. A replacement fee of \$1,517 will be charged to the client if the laptop that is checked out to them is lost or damaged beyond repair.

DEVELOPED BY: Library Staff

DATE: 11/11/08

REVISED BY: Library Staff

06/04/14

REVIEWED BY: Stevo Rokсандic, Director

06/04/14

APPROVAL FOR IMPLEMENTATION BY:

Ann E. Schell

DATE: 7/1/14