

## **LAPTOP LOAN CONDITIONS**

Only registered users of the college network can use the laptops.

Users are required to sign an Equipment Loan Agreement Form.

Loan of the laptops are subject to course requirements.

Equipment cannot be loaned to you or returned by you without you personally presenting your current ID card.

You are fully responsible for the laptop loaned to you for the duration of the loan and therefore must not allow anyone to borrow anything from you.

Equipment must be returned in the same state as when taken out.

Loan of laptops are only available in connection with course work or college Business.  
Standard loan period

The standard loan period for equipment used outside of the resources will be for 1 week.

The opening times for loaning out Laptops are from Mon to Thurs 8.45am to 5.15pm and Fri 8.45am to 5pm.

Due to the conditions of the college insurance policy, loans cannot normally exceed a 5 day period. Exceptions may be negotiated between the resource centre and the college insurers. This may incur a cost to the borrower.

Laptops may not be covered by the college insurance for visits to some countries or forms of transportation (e.g. equipment travelling in an aircraft cargo hold). You will need to check with the college insurance company and if necessary pay an additional premium or take out your own insurance.

Laptops may be pre-booked but if you fail to utilize the booking within 10 minutes of the agreed time of collection the booking will be automatically deleted and made available to other users.

Continued failure to take up bookings will result in the loss of the privilege to make bookings in advance.

Late return beyond the agreed time/loan period results in an initial penalty of £5.00 and a further £3.00 penalty for each additional day that equipment is retained.

Loans are suspended until such time as incurred fines are cleared. Continuation of late returns may ultimately result in suspension of use of all or some of the facilities and equipment.

Refusal to return equipment long term will be treated as theft.

The laptops are not covered by college insurance.

The user is responsible for the care of the Laptop for the duration of the loan; consequently you will be held responsible for any damage and may be charged the full

cost of repair or replacement (£350 for Toshiba laptop and £900 for MacBook Pro) or be asked to contribute to such costs.

As is professional practice, please check all equipment upon issue at the store and report any problems immediately to the IT department. Failure to do so may result in you being held responsible for any damage noted on return at the end of your loan period.

You should take security measures to ensure safekeeping of the Laptop (do not leave the laptop unattended, even in a locked car).

In the event of the loss of the Laptop, up to the full cost of the Laptop replacement will be charged to users where there is evidence of contributory negligence. If the Laptop is stolen you must report this theft to the police and obtain a reference number for college insurance purposes.

In all cases of loss or damage, a loss and damage report form must be submitted to the relevant resource centre

Please refer to the college insurance policy. In all instances the decision on loan availability and penalties are at the discretion of the It Department and are final. Failure to comply with any of the above will be considered by the College as negligence and may result in the loss of access of facilities.