

# University Library Laptop Loan Terms & Conditions

**You must read, understand, and accept these terms and conditions before borrowing a University Library laptop.**

- To borrow a University Library laptop and charger, you must have a valid campus card, be a current student of the University of Sunderland, and have no outstanding library charges.
- The University Library laptop and charger are to be returned to the lapsafe at the site from which it was borrowed on or before the due date and time on the contract.
- Once borrowed, the loan period of a University Library laptop may not be renewed or extended.
- Should the University Library laptop and charger be returned late, you will be charged £5 per day or part day the University Library laptop is overdue, for up to 7 days. Should you fail to return the University Library laptop, the laptop will be marked as 'lost' and you will be liable for the replacement value, in addition to any late fines incurred.
- Should you incur 3 late fines under this agreement during an academic year - regardless of the period of lateness - you may be denied further access to University Library laptop loans during that academic year.
- If there is an outstanding fine on a University Library laptop, you may not be permitted to borrow another until the fine has been paid in full.
- You are responsible for the University Library laptop and any use made thereof whilst it is on loan to you. Adequate and appropriate measures must be taken to protect it from theft, damage and/or other risks, ensuring that the University Library laptop is not left unattended and/or unsecured at any time.
- If a University Library laptop has missing parts, or it is found to be damaged or faulty on return, the nature of the damage or fault will be investigated and you may be charged for repair or replacement parts. If it is beyond economic repair then you may be liable for the replacement value.
- If the University Library laptop is lost or stolen whilst on loan to you, you will be liable for its replacement value, in addition to any late fines incurred up to the date of reporting the loss or theft to the police and the University. You must report the loss or theft to the police and the University, and provide the University with the crime number supplied by the police.
- You must adhere to the University's IT Regulations when using a University Library laptop.
- You should note that the software installed on a University Library laptop at the time of loan is licensed to the University of Sunderland and made available to you for educational purposes only and should not be copied, misused, or transferred. Additional software may not be loaded onto the University Library laptop.
- Any personal data or files saved onto the hard drive of a University Library laptop will be deleted upon return to the lapsafe. It is the user's responsibility to save any documents and files to a cloud storage account or a suitable removable medium such as a USB memory stick.
- No user shall expect privacy concerning any information on or in any University Library laptop, and the University of Sunderland reserves the right to review all information on the University Library laptop for any reason, without notice to the user, and to terminate the loan at any time.
- The University of Sunderland is not responsible for damage to personal files caused by viruses whilst using a University Library laptop.
- Any debts resulting from the late return, loss, or damage of a University Library laptop will be registered with and processed through the University of Sunderland's Finance and Credit Control departments.