

## Circulation Policy for Laptops

- Meredith College provides a limited pool of laptops (24 IBM ThinkPads) for loan to students, faculty, and staff through Media Services in the Library.
- The circulating laptops will be loaded with the common load of software.
- Prompt return of this equipment is expected and benefits the entire College community.
- The library will charge laptop borrowers \$10.00 per day for equipment returned late.
- Repeated late returns may result in the loss of borrowing privileges.
- Taking receipt of the equipment and accessories constitutes acceptance of full legal and financial responsibility for damage to or loss of those items while they are in the possession of the Borrower or in the possession of the borrower's designee.  
(Normal wear does not constitute "damage".)
- Renewals will not be permitted.
- Questions? Call Media Services at 760-8444.

User category	Type of use	Duration of circulation	Special guidelines
<b>Student users</b>	Presentations on campus or overnight	3 days	primary pool*
	Out-of-town use or Conference off campus	Negotiable	(ideally faculty should check out & should accompany student user)
	Personal computing	3 days	
	Replacement for computer/laptop needing repair	This is done through Technology Services (760-2323)	
<b>Faculty &amp; Staff users</b>	Presentation on campus	3 days	primary pool*
	Classroom use as part of a mobile computing lab	3 days	primary pool* (must be arranged in advance)
	Replacement for computer/laptop needing repair	This is done through Technology Services (760-2323)	
	Long term adjunct faculty use for class-related work	negotiable when available	See your department head first
	Conference presentation	negotiable	
	Non-college use	Not allowed	
	Personal computing	3 days	

<b>Governor's School Faculty users</b>	Presentation on campus	3 days	Very small alternative primary pool set aside for Governor's School faculty.
	Off-campus use	Not allowed	
	Personal computing	Not allowed	
<b>Non-Meredith users on campus</b>	Presentations on campus		Fee charged per laptop per day use (10% of the cost of the laptop -- \$200)
	Meredith-sponsored non-Meredith Users	Not allowed	Guest speakers' equipment would be acquired and managed by their sponsor.
	Personal computing	Not allowed	

\* The "primary pool" is a subset of the full pool of circulating laptops. They will be earmarked to support the presentation needs of students, staff, and faculty. The rationale for the primary pool is to make sure we always have enough laptops to support the short-term, on-campus presentation needs of the Meredith community. Other types of laptop uses should never encroach on this basic campus need.