

## Laptop and iPad Lending Program

Laptops and iPads may be checked out from the Hixon Information Resource Center on a four hour loan by current CSUSB students with a valid Coyote OneCard (University ID). Prior to borrowing a laptop or iPad for the first time the borrower must sign a form accepting their responsibility for the equipment and the fees associated with not returning it, or returning it late or damaged. Laptops will circulate with an (optional) Kensington lock and charger, and may leave the library building. Laptops and iPads MUST be returned in person at the Check-Out Desk.

**Loan Period / Renewals:** Laptops and iPads may be borrowed for a four hour period. The loan may be renewed one time for an additional four hour period. To renew the loan, bring the laptop/iPad to the Check-Out Desk, or renew online via [My Library Account](#). The laptop/iPad and accessories must be returned before the library closes at the end of the day, regardless of the amount of time left on the loan.

**Overdue fee:** \$10/hour; maximum of \$480. After 48 hours, it is considered lost and the replacement fee will be charged.

### Lost or damaged replacement fees:

- up to \$1,300 for laptops
- up to \$525 for iPads
- \$40 for Kensington locks
- \$80 for power chargers
- \$15 for laptop case

### Available for loan:

- 10 MacBook Pro laptops capable of running Mac OS X or Windows 7
- 5 iPads

## FAQ

### Can I take the laptop to class?

Yes. Laptops may leave the library building. The person who checks out the laptop is responsible should it be lost, damaged, or stolen.

### Can I keep a laptop overnight?

No. The laptop and accessories must be returned before the library closes at the end of the day, regardless of the amount of time left on the loan.

### Can I place a hold, or reserve a laptop?

No.

**Can I save documents on the laptop?**

Any files saved on the laptop will disappear when the laptop is restarted or turned-on. Be certain to save your files to a USB drive, or upload them to a web service (such as Google Docs).