

Pilot Library Laptop Loan Service

Who can borrow a laptop?

All registered students in good standing with the library.

When, where and for how long can I borrow a laptop?

- 12 laptops are available from the Information Desk on a first come, first served basis. It is not possible to reserve them.
- They are issued to your student card.
- Logon using your student ID and password.
- They can be borrowed for the whole day during library opening hours but **MUST be returned 30 minutes before the library closes.**
- They cannot be taken out of the library.
- Please shutdown the laptop before returning – not simply log off.
- Chargers are available from the Information Desk.

What's available on the laptops?

They all run Windows 7 – the following applications are available

Eduroam (WiFi Network)	Adobe Reader
MS Office 2013	Internet Explorer
One Drive	SPSS Statistics

HOW DO I SAVE WORK?

- As the laptops are securely wiped after each restart you **MUST** save your work on a USB drive, the University One Drive or other cloud storage options.
- Save your work regularly – **work not saved will be lost!**
- Remember chargers are available if the battery power is low.

Can I print?

You can print wirelessly by composing an email message and attaching the document you want to print before sending to **mobileprint_j@ulster.ac.uk** for collection at **Jordanstown**.

Further information on the mobile printing service is available at
http://isd.ulster.ac.uk/__data/assets/pdf_file/0015/4092/Mobile-Printing-Guide-v2.pdf



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What are my responsibilities?

You must adhere to the Laptop Loan Rules and University policies– below

Laptop loan rules

- Student must have a valid Student ID card, and be in good standing with the Library, to borrow a laptop.
- The laptops are for use within the Library only and must not be taken out of the Library, even in the event of an emergency evacuation.
- The Library cannot be held responsible for damage to files or data loss incurred whilst using the laptop.
- Students should save any work to a pen drive or cloud storage such as their University One Drive. Any work or material saved to the laptop will be lost when it is turned off or runs out of battery. Students should use the chargers available if there the battery power is low.
- Only one laptop can be issued per transaction, students must return the previous loan before another can be issued.
- Students are responsible for the laptop during the loan period. They should not lend it to anyone else or leave it unattended, except in the event of an emergency evacuation.
- If there is an issue with a laptop students should notify a member of issue desk staff.
- Laptops are available from the issue desk during Library opening hours.
- Students must shutdown the laptop before returning it to the issue desk.

Students must comply with the University's **Acceptable Use Code of Practice**