

### **Policy on Use of Library Computers**

1. LSUA Library provides computers for use by LSUA students, faculty, and staff. Campus visitors may also use the desktop computers if LSUA users are not waiting.
2. Users of all computers in the library are bound by the **LSUA Acceptable Use Policy** ([Appendix 6](#))
3. Computers in the library are intended for individual use. These computers may be reserved for instruction sessions taught by the library faculty.
4. Some of the computers in the library do not have word processing or other production software installed. Computer labs provide students with such software installed.
5. Library Services will not provide assistance and support in document preparation or other production/presentation formats. Such assistance is available in computer labs.
6. Files may be saved to an LSUA network drive or to user-provided 3.5 computer disks. Computer users are responsible for saving files they create, but not on library computers. No user created files are permanently stored on the library computers. The library is not responsible for files that are lost or cannot otherwise be restored.

#### **LAPTOP COMPUTERS:**

1. Laptop computers with wireless access to the LSUA computer network are available for student use, unless reserved by library faculty for instruction sessions.
2. These laptops are for use by LSUA students and may not be loaned to campus visitors.
3. Laptops are to be used within the LSUA library.
4. Laptop computers are checked out at the library circulation desk and must be inspected in the presence of the borrower before they are checked out.
5. Before borrowing a laptop computer the first time, users will be expected to sign a form that indicates they understand and agree to abide by special policies for use of the laptop computers ("Laptop Loan Agreement" following policy.) After the form is signed, circulation will add a note to the signer's online library record.
6. Laptop computers are checked out for 1 ½ hours. Computers not returned after 2 hours automatically generate a \$2,000.00 charge to the borrower's account.
7. Borrowers are responsible for the computers they check out and may not leave laptops unattended or give them to anyone else to use.
8. Laptop computers must be returned to a library staff member, not left on the desk or in the book return slot, for inspection in the presence of the borrower.

9. In the event damage or abuse is detected at the time of return, the borrower is liable for repair costs (as determined by the Educational Technology Department staff) up to the replacement cost of the computer.
10. A limited number of power cords for the wireless laptops are also available for checkout. These must be returned at the time the computer is returned.

8/11/2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Forwarded to Educational Technology: 8/22/03