

# Circulation Policy and Instructions for Laptops and Projectors on Extended Checkout

## Eligible Borrowers

- Faculty and currently-enrolled UCO students may, **with faculty approval**, check out laptops and/or projectors from the Circulation Desk on the first floor of Max Chambers Library for use in scholarly presentations.
- A valid UCO ID, state ID, or driver's license is required (no exceptions).
- Patrons are required to complete a Statement of Responsibility each semester. This form is a written agreement between the patron and the library outlining rules and regulations for borrowing and using a laptop, projector, and accessories.

## Loans

- Patrons may reserve laptops and/or projectors for extended checkouts ahead of time. The loan period is one week, but can be extended to accommodate travel arrangements. Laptops not reserved for use with a projector on extended checkout will be made available for library-use-only, two-hour checkout.
- Patrons wishing to checkout a laptop and/or projector on extended checkout who have not reserved the equipment ahead of time may have to wait up to two hours for a laptop to become available.
- Only one laptop and/or one projector can be checked out at a time.
- Laptops are available for checkout 30 minutes after the library opens and must be returned 30 minutes before the library closes.
- If a laptop and/or projector is stolen, the patron must notify Library Personnel immediately and file a report with the local police (if the theft occurs off campus), as well as with the UCO Department of Public Safety upon return to campus.

## Returns to Circulation Desk

- The laptop and/or projector, with all accessories, must be returned in person to a Circulation Desk employee who will examine the equipment to ensure that it is in working order and all accessories are returned.
- Please allow 5-10 minutes to complete the return process.
- UCO Department of Public Safety will be notified in the event that a laptop and/or projector is not returned unless the Circulation Department has been notified of extenuating travel circumstances that would delay returned of the equipment.

## Lost or Damaged Laptops

- All damage or loss of equipment will be charged to the patron.

## Disclaimer

- The library is not responsible for any damage to user's removable disk (CD, Floppy, Flash Drive, etc.) or loss of data that may occur due to malfunctioning of library hardware/software. **You must save your data to a floppy disk, USB flash or thumb drive, or CD/DVD.**

## Equipment Replacement Charges

- **\$1,600- Dell Laptop Computer**
- **\$100 - DVD/CD-RW Drive**

- **\$100 - Battery**
- **\$75 - Carrying cases (each)**
- **\$80 – USB 3.5 inch Floppy Drive**
- **\$129 - 60 Watt AC Power Adapter**
- **\$35 - Optical Mouse**
- **\$1,750 – Dell 2300 MP Projector**
- **\$50 – Component Video Cable**
- **\$25 - Stereo (Audio) Cable (1/8” audio jack)**
- **\$15 – Single video cable (composite)**
- **\$35 – Stereo audio cable (1/8”) with filters**
- **\$25 – USB cable**
- **\$50 – Video cable (connecting the laptop & projector)**

### **Software Provided**

Microsoft Office FrontPage 2003  
 Microsoft Office InfoPath 2003  
 Microsoft Office PowerPoint 2003  
 Microsoft Office Project 2003  
 Microsoft Office Visio 2003  
 Microsoft Office Word 2003  
 Microsoft Office Access 2003  
 Microsoft Office Excel 2003  
 Microsoft Office Publisher 2003  
 Microsoft Visual Studio .NET 2003  
 Microsoft Visual J++ 6.0  
 Microsoft Visual Studio 6.0  
 Microsoft Movie Maker application XP version  
 Word Pad  
 Notepad  
 Paint  
 Microsoft Office OneNote  
 Adobe Reader 6.0  
 Macromedia  
 Flash player  
 Shockwave player  
 Authorware player  
 Internet Explorer 6.0  
 Symantec antivirus  
 QuickTime 6.5  
 Real One Player  
 Winamp  
 Basic Windows CDR Engine  
 Calculator