

Circulation Policy and Instructions for Laptops

Eligible Borrowers

- Currently enrolled UCO students, and currently employed faculty and staff may check out laptops from the Circulation Desk on the first floor of Max Chambers Library.
- A valid UCO ID or state ID or driver's license is required (no exceptions). Patrons must have less than \$5.00 in fines and no lost and unpaid items.
- Each semester patrons are required to complete a Statement of Responsibility. This form is a written agreement between the patron and the library outlining rules and regulations for borrowing and using a laptop and accessories.

Loans

- All laptop checkouts are on a first come-first served basis. Loan period is two hours, **Library Use Only**, with no renewals.
- Only one laptop can be checked out at a time.
- **Laptops can never be left unattended.** If UCO Library staff finds a Library laptop left unattended, it will be returned to the Circulation desk. Patron may incur fees for leaving the item unattended and the library reserves the right to discontinue laptop checkout privileges. The unattended laptop will be available for check out to another user.
- **Laptops can be taken to a service desk to be held if the patron needs to use the restroom.** However, the library does not hold personal belongings at the service desks.
- Laptops are available for checkout 30 minutes after the library opens and must be returned 30 minutes before the library closes.
- If a laptop is stolen, you must immediately notify Library Personnel at the Circulation Desk (first floor) and file a theft report with the Department of Public Safety.

Waiting List

- When all laptops are checked out, patrons can request in person to be placed on a waiting list. Patrons must be present within 10 minutes when a laptop becomes available or the laptop may be checked out to another patron.

Returns to Circulation Desk

- The laptop with all accessories must be returned in person to a circulation staff who will examine the laptop to make sure the laptop is in working order and accessories are returned.
- Please allow 5-10 minutes to complete the return process.

Fines and Fees

- Fines and fees apply to all users including students, faculty, and staff.
- Overdue fines are \$1.00/minute.
- Failure to return the laptop will result in being billed for a minimum of \$1500 and an overdue fine of at least \$100.00. UCO Department of Public Safety may be notified that the laptop has not been returned. If the laptop is returned in good condition, the lost fee or a portion of it may be removed, but the patron will be responsible for the overdue fine of \$100.
- Fines and fees will be added to the patron's library record and transferred to the student's or employees Bursar account. Failure to pay may result in the student not being able to register for classes or receive a transcript.

Lost or Damaged Laptops

- All damage or loss of equipment will be charged to the patron.
- Patrons are advised not to leave the laptop unattended.

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 library hardware/software. **You must save your data to the external 3.5 floppy disk, USB flash or thumb drive, or the CD/DVD drive.**

Equipment Replacement Charges

- \$1500 - Dell Laptop Computer
- \$200 - DVD/CD-RW Drive
- \$160 - Battery
- \$75 - Carrying case
- \$50 – USB 3.5 inch Floppy Drive - external
- \$35 - 60 Watt AC Power Adapter
- \$25 - Optical Mouse
- \$10 - Headphones

Hardware Included With All Checkouts

- Dell Inspiron 2200 running Windows XP, service pack 2
- Internal DVD/CD-RW - located on the right side edge of the laptop.
- Headphone jack on the front left side.
- Cursor control - built-in touchpad.
- Power adapter & power cord to supplement battery as needed.
- Mouse
- Battery

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
SciFinder 2004.2

Instructions

Getting started

- Place the laptop on a stable surface.
- Open the display by pushing release button at the center front edge of the laptop to release the lock, and lift to open the display.
- Turn on the laptop by pushing the round power button at the upper right of the keyboard.

- It may take a minute or two for Windows to boot up completely.
- **Logging off will result in your files/data being deleted. Be sure to save your files to an external device.**
- Shutting the screen will lock the computer and you will need to log back in.

Battery and AC Power

- The average battery life is about two hours (with wireless card active). The library will make every effort to provide laptops with fully charged batteries. However, during busy periods, there may not be time for laptop batteries to be fully recharged between borrowers. When possible, please use the AC adaptor. The connection for the AC adapter is at the back of the laptop near left corner.
- A battery status indicator is located on the taskbar at the lower right edge of the display. Look for the small blue battery icon at the right edge of the display. If you move the mouse over this icon (don't click), you will see the remaining percentage of battery life. Please monitor the battery. **When the battery is low, the laptop will go to "Standby Mode." Immediately plug in the adaptor and your work will not be lost. HOWEVER, if the laptop shuts down due to low battery power, your work will be lost.**
- If the laptop fails to (re)start up on battery power alone, it will be necessary to use the power adapter.

Wireless Network

- Once the laptop is turned on, it is connected to the wireless network. Signal strength is indicated in the system tray at the lower right corner of the screen.

Turning Off the Laptop

- Shut down the laptop by pressing and holding down the power button until it shuts down. Alternatively, click the Start button (lower left corner of display) and select "shutdown". The "shutdown" options window will come up. Select "shutdown" from the pull-down menu and then click "OK". **All of your data/files will be deleted once you shut down or log off the laptop.**

Printing

- No direct printing is available at this time. Users may use a floppy disk, CD or a flash drive to copy their files and then use a library workstation to print.

Saving Files

- To avoid loss of data save frequently.

- Internal CD-R/RW Disk option: The drive is located on the right side of the laptop. Select D:\ drive when saving files. For MS Office applications, save to the default directory that automatically launches, then confirm the message to burn the file to a CD.
- External USB 3 ½-inch Floppy Drive option. Select A: drive when saving files.
- USB Flash Drive option. Select 'Removeable Drive' when saving files. (Drive E)
- Eject any removable disks before turning off the laptop.
- External drives may be unplugged after the laptop is turned off.
- Any disk found in the laptop will be placed in Lost & Found at the Circulation Desk.

File Formats

- If you do not have MS Office 2003 available on a computer you use outside the Library, you will probably want to save your document in a format compatible with the applications you do have available. In Word, you can save documents in more than 20 different formats, some of which may be compatible with your application. If none of the formats will work for you, try RTF (Rich-Text Format); many computer applications will accept RTF although some formatting may be lost.

Computer Hardware and Software Problems

- Please notify the circulation staff of any laptop hardware and software problems.
- If a program hangs or freezes, the problem can be fixed by restarting the laptop.