

## Laptop Use

**In accordance with the agreement you have signed, you agree to take full responsibility for this laptop while it is issued to you.**

- ✓ The User accepts full liability for loss, theft, or repair and component costs of the laptop. The costs will not exceed **\$2000.00**, being the full replacement cost of a laptop plus any processing costs.
- ✓ The issue period for a laptop is **two hours**. One renewal is possible for an additional two hours. After this period the user must return the laptop to the Student Resource Centre. If there is little demand at the time, the user may be reissued a laptop. If there are others needing a laptop, they will be given priority.
- ✓ Fines for late return will be charged at the rate of **\$0.15 per minute**. (0.10 per minute for the laptop plus \$0.05 per minute for the charger.)
- ✓ Users must take good care of the laptop.
- ✓ Users must not leave the laptop unattended or give it to other students to return.
- ✓ If a laptop is found unattended, the user will be **banned** from borrowing a laptop until the end of the current semester.
- ✓ Users must notify the Student Resource Centre immediately if the laptop is lost or stolen.
- ✓ Users must ensure they comply with date copyright requirements.
- ✓ Users must **not** use or install licensed, unlicensed, malicious, or gaming software.
- ✓ Due to preventative maintenance, laptops will not be available during the Inter-Semester Break and Summer Vacation periods.

## How to renew laptops online

1. Go to your Library Account (library.auckland.ac.nz>My Library Account)
2. Log in with your NetID and password.
3. Click “Renew” in the laptop and charger fields – a new due time should display.

| #  | Title                                | Due Date   | Due Hour | Location               | Renew All |
|----|--------------------------------------|------------|----------|------------------------|-----------|
| 01 | Laptop, Dell Latitude E6520 [object] | 2012-04-03 | 14:19    | SCIENCE Faculty Laptop | Renew     |
| 02 | Laptop, Dell Latitude E6520 [object] | 2012-04-03 | 14:20    | SCIENCE Faculty Laptop | Renew     |

If a new due time does not display, or if the “Renew” option is not available, please return the laptop by the original due time.

### Notes:

- The Faculty of Science Laptop Loan Service closes at 4.00pm. You will not be able to renew a laptop past this time.
- Renew your laptop and charger before the due time so that you do not incur overdue fines.
- Your two-hour renewal period starts from the time you complete the renewal online.
- If you wish to continue using the laptop after one renewal online, you must return in person to the desk where you borrowed it from, where you may be reissued the laptop if there is little demand by others.