

## UNM-Valencia Campus Library Laptop Borrowing Policy

### Eligible Borrowers

Students, faculty, and staff with a current and valid UNM-Valencia Campus i.d. or LOBO card may check out a laptop. Borrowers must also be current in the Library's circulation system.

### Borrowing procedures

- Laptops must be checked out in person at the circulation desk.
- Laptops circulate for 2 hours at a time, and can be renewed as long as it has not been requested by another borrower.
- Laptops must be used in the Library.
- Laptops are due back at least 15 minutes before the Library closes.
- The Library is not responsible for any loss of data.
- Laptops must be returned to a Library staff member at the Circulation Desk, not in the return slot.
- Borrower's must sign a "Laptop Responsibility Statement"

### Use Guidelines

- Do not leave the laptop unattended at any time. You are responsible for the laptop until it is returned and checked in at the Circulation Desk.
- The Library Computer Use Policies apply to the laptop computers, too. This means no additional hardware may be attached to the laptop, no additional software may be installed, and system settings may not be changed.
- Patrons are responsible for saving data to removable media, or saving to the student folder.

### Fines and Liability

- A replacement charge of \$1,700 will be billed to the patron if the laptop is not returned, lost or stolen.
- Damage to the laptop and/or its peripherals (power supply, cord, cable, wireless card, and batteries) will result in full repair or replacement costs.
- Repair and replacement charges will be applied to the patron's UNM Bursar's account.

### Laptop Specifications

#### Hardware

Model: Dell Latitude, D610  
CPU: Pentium 750, 1.86 Ghz  
Display: 14.1 XGA  
Memory: 782 MHz, 504 MB RAM  
Hard drive: 40 GB  
NIC: Intel PRO/Wireless  
CD-RW/DVD drive:  
Battery: 6 Cell Primary Battery

## Software

Internet: Internet Explorer

Operating system: Microsoft Office XP

Microsoft Office Professional: Word  
Access  
Excel  
Powerpoint  
Publisher  
Outlook

Adobe Acrobat Reader 7.0

Symantic AntiVirus