Laptop loan conditions of use

1. The Library laptop loan service is for students only.

2. Library laptops offer Office 365, a web browser, citation tools, accessibility apps and a webcam. Library laptops do not have the full range of software that is available on student PCs.

3. You need your KentOne card to borrow a library laptop.

4. Library laptops can only be used in Templeman Library, for up to 4 hours.

5. You should not leave the laptop unattended or take it out of the library. If you need to leave the library during the period of your booking, return the laptop to the cabinet.

6. If the library laptop is not returned by its due date you will not be able to borrow any more items on your library account until it is returned.

7. You cannot borrow library loan laptops if you have unpaid fines over the agreed limit (£10.00 as of July 2022).

8. We will charge you the replacement cost of the laptop if it is lost, damaged or not returned within two weeks of its due date.

9. You should report any faults with laptops to the IT and Library Support Desk, Floor 1, Block C.

10. You should store your files on a removeable USB drive, your OneDrive, or University provided network storage (e.g. the Z:/ drive), do not store files locally on the laptops.

11. Library laptops run anti-virus software which is regularly updated with new virus definitions. However, Information Services cannot be held responsible for infections which spread to a user's removable storage device; you are advised to check such devices when attaching them to another computer.

Templeman Library

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