Laptop loan conditions of use

Laptop loans

If you need a laptop to support you with your studies you can borrow a laptop for use either in the Templeman Library or around Canterbury Campus for up to 12 hours. They're available from both self-service cabinets on the Ground floor in Block B (Café area) and the Second floor in Block C (Plug and Go area) Please note, that the laptops available in Block C are restricted to library use only.

They offer:

- all Office 365 tools

- accessibility apps

- citation tools

- internet access and a webcam.

The laptops will work with your own wired and Bluetooth headphones. They don't provide course specific software speakers or other peripherals (e.g. keyboard, mouse).

You are able to borrow a charger via the Welcome Desk, using your Kent One card.

When you've finished with the laptop take it back to the cabinet you borrowed the laptop from in the Templeman Library and plug it in. If you have borrowed a charger, please return this back to the Welcome Desk.
Please follow our laptop loans and conditions of use and abide by the Library and IT regulations when using them.

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 as well as a charger.

4. Library laptops can be used in both the Templeman Library and around the Canterbury Campus, up to 12 hours.

5. You should not leave the laptop unattended.

6. If the library laptop (and charger if borrowed) is not returned by the end of the 12

hour period you will not be able to borrow any more items on your library account until it is returned.

7. We will charge you the replacement cost of the laptop and charger (if borrowed) if it is lost, damaged or not returned within the 12 hour loan period. If you do not return an overdue item within 14 days, we automatically consider that item lost and your will be charged for the replacement costs.

8. You should report any faults with laptops to the Welcome Desk, Ground Floor, Welcome Hall in the Templeman Library.

9. You should store your files on a removeable USB drive or on your OneDrive, do not store files locally on the laptops.

10. You should log/sign out of laptop before returning it or battery power runs out.

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.

Document review date

This policy will be reviewed annually by the policy owner.

Policy approved: 12 December 2024

Policy reviewed: next review due 12 December 2025