LAPTOP LENDING in the GLUCKSMAN LIBRARY

Laptops can be borrowed for up to 4 hours from the self-service laptop lending kiosk on the ground floor of the Glucksman Library using your UL Student ID Card.

- Laptops are available from when the Library opens and must be returned to the laptop cabinet 15 minutes before the Library closes.
- Laptops must be plugged in when returned to the cabinet. Laptops that are not plugged in will remain on your library account and you will incur fines as a result. If there is no light displaying beside the locker after you have returned the laptop, you have not returned the laptop properly.
- You will receive an email from the Library when the laptop is successfully returned.
- You are responsible for the laptop during the loan period. Do not loan it to anyone else or leave it unattended at any time.
- Laptops are for use within the Library only.

Using the Laptops

- Log into the laptop using your UL username and password
- All files saved on the laptops will be deleted on shutdown
- Save your files to online services such as Office 365 and please SAVE your work regularly
- Log out of all websites and applications when returning the laptop
- Shut down the laptop when you are finished
- Plug the power cable in when returning the laptop to the cabinet
- Use of library laptops is governed by the University's Code of Conduct for the use of UL Computing Resources

Fines

Fines will apply for late returned, lost, stolen or damaged laptops.
The following charges apply and will accrue on an individual borrower's library account until cleared and the item is returned or replaced.

- Hourly fee for late return of laptop €1 per hour or part thereof. You may also be blocked from ALL borrowing
- Damaged / non returned laptop max replacement cost €700. Repairs will be assessed by ITD and advised to borrower

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