

WVU Libraries

Guidelines for Laptop Use

Laptop computers are available for checkout to all WVU students, faculty and staff (Users). Laptops are available at the Downtown Campus Library and the Evansdale Library.

1. Users must present their WVU ID at checkout to an authorized WVU Libraries staff member prior to being issued a laptop.
2. While a laptop is in a User's possession, the User shall be responsible for it at all times. If the laptop is lost, stolen or damaged, the user shall be responsible for any repair or replacement costs. **USERS SHALL NOT LEAVE THE LAPTOP UNATTENDED.**
3. Laptops are for library use only. Users are not permitted to remove the laptop from the library premises.
4. Laptops may be loaned to a user for a maximum of four (4) hours. At the conclusion of this period the laptop must be returned to the Laptop Check Out desk or renewed for an additional period of time, not to exceed four (4) hours. WVU Libraries reserves the right to deny a renewal request.
5. Laptops must be returned to the Laptop Check Out desk. If the laptop is returned late, fines shall be assessed at a rate of \$.02/minute. Laptops checked out after 8:00 PM must be returned by to the Laptop Check Out desk no later than 11:30 PM.
6. If the laptop is not returned to the Laptop Check Out desk within two (2) calendar days, the User will be charged a replacement fee and/or prosecuted pursuant to applicable Federal, State and/or Local laws and/or WVU Policies.
7. Users are asked to save any user generated material. WVU Libraries is not responsible for any material left on the laptop.