

# Axe Library Laptop Checkout Policy

**Loan Use and Liability:** Laptop and laptop peripherals (power cord, mouse, computer bag) may only be checked to current PSU students, faculty and staff with a valid Library Card.

- All borrowers must sign a PSU Library Laptop Computer Loan Agreement, accepting responsibility for the repair or replacement of the laptop (up to \$600) and/or peripherals (up to \$100) in the event of loss, theft, or damage. This agreement will be signed once per semester and the signed agreement will be kept on file. Replacement cost and prices will be based on current market costs.
- **LAPTOPS SHOULD NEVER BE LEFT UNATTENDED.** Axe Library is not responsible if a laptop or laptop peripherals are stolen or damaged during the borrower's loan period. The borrower is responsible for the laptop and all peripherals until it has been returned and checked in by staff



## Laptop Policy

- Laptops may be borrowed for a 4-hour loan period.
- Laptops are available on a first-come, first-served basis and may not be reserved or held for individual or group use.
- Laptops and laptop power cords must be returned to the Services Desk staff person. DO NOT leave the laptop unattended at the desk without proper staff check in.
- Laptops will stop circulating two (2) hours before Axe Library closes. All laptops are due back 30 minutes before the library closes regardless of when they were checked out.
- Each patron may only check out a laptop once a day.
- Any laptop not returned will result in a hold being placed in the patron's GUS account, and fines will accrue.

## Logging in to the laptop

- Username **PSU Student** with a blank password.

## Software Applications

- Microsoft Office
- Adobe Reader
- Browsers

## Directions to Connect with WIFI

Click on the little globe in the bottom right and connect to GUS wifi. .

## Directions to Print

Send to GusPrint: <https://gusprint.pittstate.edu/user> Axe has print release stations on the 1<sup>st</sup> and 3<sup>rd</sup> floors, as well as the basement. Cost is 10 cents per page for black and white, 16 cents double-sided. Color printing is 40 cents per page.

## Saving Files

Laptop borrowers may save via email, the cloud, or to a USB memory stick. These must be provided by the laptop borrower. Files can be temporarily saved to the MY DOCUMENTS folder, however, **all files in this folder are deleted once the laptop is restarted or turned off.**

## Recommendations

Laptop borrowers that restart the laptop computer or it turn off, ALL FILES ARE AUTOMATICALLY DELETED. Please make sure to save your files as mentioned under 'Saving Files'.

AxeLibrary is not responsible for lost information. It is the borrowers' responsibility to properly save and store all user created information and files.

Remember to check battery life, even though the power cord is with the borrower's laptop, it is still advised to monitor power life of the laptop.

Latest Revision:

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