Lewis Library Laptop loans – For Patrons

Borrowing procedure:
1. You must have an ID card to check out a laptop.
2. There are 4 parts in the case for which you are responsible:
   1. Laptop
   2. Battery pack
   3. Mouse
   4. Ethernet cable
3. Laptop circulates for 2 weeks.

Renewal procedure:
1. You must bring in the laptop with case to the First Floor Information Desk.
2. The student will check again for all 4 parts.
3. The student will stamp the due date on the slip on the laptop.

Return procedure:
1. You must hand the laptop to the First Floor Information Desk staff.