

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.