

ECU Library Laptop Borrowing Information

ECU Library Services supplies access to loan laptops to ECU current students on the following conditions. Before using the laptops, users must read the ECU Library Laptop Borrowing conditions, including 'Borrowing terms', 'Using the laptop' and 'Responsibilities'. By using the Library's laptop loan service, users agree to these conditions.

Borrowing terms: Laptop Locker one-week loans (7 days)

- Currently enrolled ECU students only.
- Lockers offer 24/7 self-serve access to laptops using swipe card access at our metro campuses.
- Laptops from lockers can be loaned for up to one week only.
- A borrower may only check out one laptop at any one time.
- A laptop must be returned to the laptop locker after one week, from the locker you borrowed from.
- Laptops loans are non-renewable.
- If more time is desired, a different laptop may be checked out if there is one available.
- Overdue fines of \$10.00 per day, capped at \$100.00 (after which items are considered 'long overdue').
- A bill for replacement will be sent to you if the laptop and/or accessories are not returned.
- The Library has the right to recall items you may have on loan, including laptops. Please continue to monitor your student email and contact us if you have any queries about returns.

Using the laptop

- You must connect to the Wi-Fi and log into the laptop **BEFORE** leaving the campus otherwise you will not be able to use the laptop.
- Make sure you log out or shut down **BEFORE** returning the laptop.
- IT has configured this device for automatic updates, which could use your data download while off campus.
- You can only connect to ECU printers. The laptop is not configured to print to your home device.
- If you are experiencing technical problems you can contact the IT Service Desk:
itservicedesk@ecu.edu.au | 6304 6000 | *visit the eLab in person*
- Any files that you have created and saved to the laptop will be erased when you return the laptop to the locker. Ensure you save any files you have created to OneDrive, USB or email them to yourself before you return the laptop.

Responsibilities

- Laptops must not be left unattended outside of your home. If they are, they will not be covered for theft or loss.
- Return laptop, accessories and carry case in clean, undamaged condition.
- You **MUST** notify Library staff of any issues you encounter.
- **In consideration of your access to the laptop and any of its accessories you agree that you will return them in the same condition when directed by the University or pay the cost of their replacement or repair. You are responsible for protecting all items from damage and theft. Failure to return an item or pay the relevant cost may prevent you from accessing your student results, borrowing any further items or graduating from University.**
- University's Acceptable Use of Information Systems applies to Library laptops.

Borrowing terms: Enquiry Desk one-month loans (28 days)

- Currently enrolled ECU students only.
- Loan laptops can be borrowed for up to one month.
- Return **in person to the Enquiries Desk at the same campus you borrowed from** on or before the due date.
- Laptops loans are non-renewable.
- See or contact Library staff if you would like to place a hold on a laptop.
- Overdue fines of \$10.00 per day, capped at \$100.00 (after which items are considered 'long overdue').
- A bill for replacement will be sent to you if the laptop and/or accessories are not returned.
- The Library has the right to recall items you may have on loan, including laptops. **Please continue to monitor your student email and contact us if you have any queries about returns.**

Using the laptop

- You must connect to the Wi-Fi and log into the laptop **BEFORE** leaving the campus otherwise you will not be able to use the laptop.
- Make sure you log out or shut down **BEFORE** returning the laptop.
- If you are using an Apple account you **MUST** log out of the account **BEFORE** returning the item.
- IT has configured this device for automatic updates, which could use your data download while off campus.
- You can only connect to ECU printers. The laptop is not configured to print to your home device.
- If you are experiencing technical problems you can contact the IT Service Desk:
itservicedesk@ecu.edu.au | 6304 6000 | visit the eLab in person
- Any files that you have created and saved to the laptop will be erased when you return the laptop. Ensure you save any files you have created to OneDrive, USB or email them to yourself before you return the laptop.

Responsibilities

- Laptops must not be left unattended outside of your home. If they are, they will not be covered for theft or loss.
- Return laptop, accessories and carry case in clean, undamaged condition.
- Laptop should be fully charged.
- You **MUST** notify Library staff of any issues you encounter.
- **In consideration of your access to the laptop and any of its accessories you agree that you will return them in the same condition when directed by the University or pay the cost of their replacement or repair. You are responsible for protecting all items from damage and theft. Failure to return an item or pay the relevant cost may prevent you from accessing your student results, borrowing any further items or graduating from University.**
- University's Acceptable Use of Information Systems applies to Library laptops.

Contents

- Laptop
- Carry case
- Power bank (some models) and power cables.
- Some laptops come with other additional items.

Software requests

The Library Loan Laptops come with a standard set of software installed.

- Students can download any software listed as *Available* in the Software Centre when on campus and connected to Wi-Fi, or off campus using the VPN.
- If the required software does not appear in the Software Centre, students will need to ask their Unit Coordinator or Lecturer to submit a request on their behalf.
- If a lecturer agrees the software is required for study, they can submit a request using the *Online Software Request Form* available in the Digital & Campus Services Kiosk. If approved, the software will then be made available in the Software Centre for downloading and installing.

Feedback

Leave feedback about this service online: <https://www.ecu.edu.au/centres/library-services/about/feedback-and-developments>