Laptop loan conditions of use

Laptop loans

If you need a laptop to support you with your studies you can borrow a laptop for use in the Templeman Library for up to 4 hours. They're available from the self-service cabinet on the Ground floor in Block B (Café area) and Second Floor in Block C.

When you've finished with the laptop take it back to the cabinet and plug it in.

They offer:

- all Office 365 tools
- accessibility apps
- citation tools
- internet access and a webcam.

The laptops will work with your own wired and Bluetooth headphones. They don't provide course specific software, a charger, other peripherals (e.g., mouse), or speakers.

Please follow our laptop loans and conditions of use and abide by the Library and IT regulations when using them.

Conditions of use

1. The Library laptop loan service is for students only.
2. Library laptops offer Office 365, a web browser, citation tools, accessibility apps and a webcam. Library laptops do not have the full range of software that is available on student PCs.
3. You need your KentOne card to borrow a library laptop.
4. Library laptops can only be used in Templeman Library, for up to 4 hours.
5. You should not leave the laptop unattended or take it out of the library. If you need to leave the library during the period of your booking, return the laptop to the cabinet.
6. If the library laptop is not returned by its due date you will not be able to borrow any more items on your library account until it is returned.
7. As soon as a reserved item becomes overdue, you can't borrow any further items this includes borrowing library laptop loans.
8. We will charge you the replacement cost of the laptop if it is lost, damaged or not returned within two weeks of its due date.
9. You should report any faults with laptops to the IT and Library Support Desk, Ground Floor, Block D.
10. You should store your files on a removeable USB drive or on your OneDrive, do not store files locally on the laptops.

11. Library laptops run anti-virus software which is regularly updated with new virus definitions. However, Information Services cannot be held responsible for infections which spread to a user's removable storage device; you are advised to check such devices when attaching them to another computer.

Document review date

This policy will be reviewed annually by the policy owner.

Policy approved: 03/08/2022

Policy reviewed: next review due August 2023