

Laptop Policy

Effective Date: August 19, 2026

Review: Annually

Laptop Borrowing Overview

Library laptops are available to currently enrolled students with active library borrowing privileges.

Eligibility and Checkout

- A valid **Lion Card** is required to check out a laptop. No other form of identification will be accepted.
- Students who are not currently enrolled at ETAMU are not eligible to borrow laptops.
- Students who have lost library borrowing privileges because of overdue materials, unpaid fines, or fees are not eligible to borrow laptops.
- Laptops are available on a first-come, first-served basis.
- Each laptop is checked out with a charger, and both items are linked to the student's library account.
- Students may only check out one laptop and one charger at a time.
- Laptops may not be checked out on behalf of another person, student organization, department, or university unit.

Loan Periods

- Laptops can be checked out for a 24-hour period
- Laptop check-outs cannot be renewed
- Laptops are not available for checkout during extended semester breaks or university holidays.

Borrower Responsibilities

- The student who checks out a laptop is responsible for the laptop, charger, and any associated fines, fees, loss, or damage.
- Borrowed laptops should not be left unattended in public or shared spaces.

Saving and Protecting Your Work

- The library is not responsible for files or personal content stored on borrowed laptops.
- Files saved to a laptop's hard drive are not retained and will be automatically removed when the device is powered off.
- Students should save their work to:
 - A personal USB/thumb drive
 - Cloud storage services such as OneDrive or Google Drive
 - Email attachments

Returning Your Laptop

Return Requirements

- Laptops and chargers must be returned by the due date and time provided at checkout.
- All returns must be made in person to library staff during operating hours.
- Students remain responsible for borrowed equipment until it is returned and checked in by library staff.
- Lost or stolen laptops should be reported to the library immediately.

Overdue Fines

- Overdue laptops accrue fines of \$5.00 per hour, up to a maximum of \$355.00
- Overdue chargers accrue fines of \$5.00 per hour, up to a maximum of \$355.00
- Students with two or more late laptop returns in a single academic semester may have their borrowing privileges suspended.

Lost Laptop Charges

- A laptop that is 72 hours overdue will be considered lost and a \$1,500 replacement fee will be assessed.

- If the laptop is later returned in good condition, the replacement fee may be removed at the library's discretion. Any accrued overdue fines will remain the student's responsibility.
- The library reserves the right to deny removal or refund of replacement charges if:
 - The laptop has already been replaced,
 - The account has been referred for collection, or
 - More than 30 days have passed since the replacement fee was assessed.

Unpaid Charges

- After 30 days, unpaid fines and fees may be transferred to the student's university account and may result in registration holds, transcript holds, additional charges, or collection activity in accordance with university procedures.

Additional Enforcement Measures

- If a laptop is two weeks overdue and the student has not responded to library communications, the library may refer the matter to the Office of Student Rights and Responsibilities.

Damage and Appeals

- Upon return, all laptops will be inspected for damage and processed to remove locally stored files.
- Charges for damaged, lost, or stolen laptops may include repair costs, replacement costs, and applicable processing fees, up to a maximum of \$1,500.
- Students who believe a charge has been assessed in error may submit a written appeal to the library. Appeals will be reviewed on a case-by-case basis.

Technical Support and Acceptable Use

Acceptable Use

- Students may not alter the laptop's operating system or modify system settings in a way that compromises security.
- Students may not knowingly download or install malicious software, malware, or other unauthorized code.

- Devices found to contain unauthorized or malicious software may be removed from circulation and reimaged by CITE. Students may be required to return the laptop immediately.

Technical Assistance

CITE Help Desk

Phone: 903-468-6000

Email: HelpDesk@etamu.edu

Additional Information

- If a laptop is returned because of technical issues, the library cannot guarantee that the same device will be reissued or that any data stored on the laptop can be recovered.
- USB or thumb drives left in returned laptops will be treated as abandoned property and disposed of according to library procedures.