1. **Overview**

   1.1. The Helmke Library has 15 Windows laptops available for use by IPFW students. The laptops are available on a short-term basis inside the library. There are no charges for the use of the laptops; however, fines and fees may apply if the equipment is lost, stolen, damaged or returned late.

2. **Eligibility**

   2.1. Only currently enrolled IPFW students may check out laptops.
   2.2. Students must present a valid IPFW Mastodon Card at the time of check out.

3. **Availability**

   3.1. Laptops are for use inside the library, and cannot be taken out of the library or into the 24-hour computing lab and group study lounge.
   3.2. Equipment can be borrowed for 3 hours; 1 renewal, based on demand, is allowed for a maximum of 6 hours per checkout.
   3.3. No reservations are allowed.
   3.4. Students cannot choose which laptop they receive.
   3.5. Laptops can be checked out during library hours, no later than 1 hour before the library closes.

4. **Equipment**

   4.1. **Hardware**
       4.1.1. HP ProBook 4520 – 15.6” widescreen laptop with 4GB RAM; DVD burner; Bluetooth; wireless; 3 USB ports; up to 5 hour battery life; Memory Stick, MultiMediaCard, SD Card and xD-Picture Card reader; and integrated video camera.
   4.2. **Optional Accessories**
       4.2.1. Power cord, laptop bag, wireless mouse
   4.3. **Software**
       4.3.1. Laptops run Windows 7 and have the same software as IT Services’ student lab computers, including Microsoft Office, Internet Explorer, antivirus, Microsoft Frontpage and Adobe Reader.
   4.4. **Printers**
       4.4.1. Laptops are enabled to print to any of the open-access printers on the first, second and fourth floors.
       4.4.2. Pages printed count against the lab printing allowance for each student.
5. **Check Out**
   5.1. Students must present a valid IPFW ID card when checking out a laptop at the Student Lab Consultant Desk on the first floor of the library.
   5.2. Each item is checked out individually. If accessories are needed, they must be requested.
   5.3. Students can only check out one laptop and one set of optional accessories at a time.
   5.4. The borrower is responsible for the equipment and is liable for loss or damage to computer and accessories unless damage occurs during a building emergency such as a fire.
   5.5. Defective equipment should be reported immediately to the student lab consultant.

6. **Returns**
   6.1. Computer and all accessories should be returned to the Student Lab Consultant Desk by handing to the student lab consultant.
   6.2. Equipment should not be left on the counter or placed in the book drop.
   6.3. Returns must be made at least 30 minutes before the library closes or late fees may be charged.
   6.4. Library staff will assess the equipment for any damage.

7. **Fines and Fees**
   7.1. Late fees are $10 per hour, $240 maximum.
   7.2. After 24 hours, borrower will be billed the total replacement cost of all equipment borrowed.
   7.3. Fees include a non-refundable $25 service charge in addition to late fees and replacement costs.
   7.4. The maximum fine is $265 (maximum late fees plus service charge) plus replacement costs for the computer and/or any accessories borrowed.

8. **Replacement Costs**
   8.1. Computer, $750
   8.2. 9 cell battery, $150
   8.3. 6 cell battery, $105
   8.4. Power cord, $60
   8.5. Laptop bag, $24
   8.6. Mouse, $18

9. **Misuse of Equipment**
9.1. Laptops are to be used according to the Ethical Guidelines for Computer Users, http://new.ipfw.edu/offices/its/policies/ethical-guidelines/.
9.2. Misuse or deliberate destruction of equipment should be reported to the student lab consultant.

10. Contact Information
10.1. Equipment or borrowing information – Student Lab Consultant Desk (library first floor)
10.2. General use computer questions – Student Lab Consultant Desk (library first floor); IT Services Help Desk (260-481-6030, helpdesk@ipfw.edu or Kettler 206).