

BC Student Guidelines for the use of LMC Loaner Laptop Computers

Laptop Computers with wireless access to the web are available for check-out to registered students from the Library Media Center (LMC) Media Center counter in D126. The guidelines will be reviewed quarterly or as needed.

1. The laptops are intended for use through BC student wireless network access points only. They should not be taken from the main campus for any reason.
2. Only students who are registered for the current quarter may check out the laptops. Use of the student wireless network is restricted to these users, by login, as well. Staff and faculty may not check out the LMC loaner laptops.
3. The laptops will use a generic, local login which will provide access to the student wireless network. This login will be provided when the laptop is checked out.
4. Valid picture ID, such as a driver's license, must be presented to/at the Library Media Center counter at the time of checkout.
5. The laptops may be checked out for 1 day, and must be returned to the LMC/Media Center counter by the end of the Library working hours on the day it was checked out. Renewals are not allowed. For information about the Library operating hours, please check the LMC Website. <http://bellevuecollege.edu/lmc/info.html#hours>.
6. Overdue fines will be levied in the event of a failure to return the laptop to the Media Services counter by the end of the Library business day. This fine is currently \$100/ day.
7. Users who lose or damage laptops will be charged for the replacement value of the computer, currently \$1,000.00.
8. Borrowers will be required to sign a liability form signifying that they agree to the terms of the LMC policy and are receiving a laptop free of damage. They will also be informed by the form that they may not plug the computer into any network port on campus or it will disable the computer.
9. User of the LMC loaner laptops will be in accordance with the LMC Acceptable use policy.
10. Borrowers will not be permitted to save their files on the hard drive. Students can save their files using a USB drive connected to one of the USB ports on the laptop.
11. Student wireless network access is available in the lobby of the "L" building, in the Student Union building commons area, cafeteria, and in the lobby of the "N" building and in room N201, "A" building 2nd floor student lounge.
12. There are a limited number of laptops available. BC does not guarantee availability of the computers at all times.
13. LMC/Media Center personnel will not provide any instruction in the use of the laptop.
14. In the case of a problem with the laptop, return the laptop to Media Center immediately and inform the Staff of the equipment problem.