

## **Library MacBook loans : terms and conditions**

- You can borrow a MacBook for 24 hours. A MacBook borrowed on a Friday can be returned on Monday.
- You can borrow one MacBook or one laptop at a time.
- If there is a block on your library account or you have overdue books you won't be able to borrow.
- The MacBook can only be returned to the self-service unit you took it out from.
- You must comply with the IT Security and Use Policy whilst using the laptop.
- Late returns will result in a ban from borrowing any library material for the amount of time the MacBook was late. Plus a semester-long ban from borrowing laptops and using the Library self-service machines.
- The University reserves the right to track and monitor the MacBook if you do not return it by the due date and time.
- There is a charge of £1200 if the MacBook is lost or stolen whilst on loan to you.
- Failure to return a MacBook after reasonable attempts have been made to contact you, will result in a disciplinary action and a charge of £1200. You will be invoiced and the Finance department will use any means to recover the cost of the machine.

November 2017