

Laptop Loans

General

- Windows and Mac Laptops are available to UNM students, faculty and staff with a valid UNM Lobo card.
- Laptops can be checked out, in person, at library service desks on a first come/first serve basis.
- Laptops are to be used only in the Library from where the laptop has been checked out.
- Laptops circulate (one per person) for up to 3 hours, and can be renewed provided other laptops are available for check out.
- Laptops are due back by closing.
- Laptops must be returned to the Service Desk. Do not return in the Book Return Slot.
- Save your data to removable media, cloud service, or send to yourself by email. It will be lost if you turn off the computer before saving.
- The Library is not responsible for any loss of data.
- The Library does not support software loaded on laptop, or personal software.

Equipment Specs

- Laptops have basic software such as common browsers and Microsoft Office applications.
- Each laptop is equipped with a battery that will last approximately 2 to 3 hours
- Each laptop has a wireless card for access to the UNM network
- You may print from the laptop to the networked printers in the Library.

Damage or Loss

- Each laptop will be checked to ensure it is intact when it is returned.
- Users are responsible for the laptop, its components and accessories while in their possession, and are expected to protect it from damage.
- In the case of emergency evacuation, the user is expected to keep possession of the laptop until it is safe to re-enter the Library.
- Never leave a laptop unattended. You are responsible for the laptop until you have returned it and it is checked in. Billing charges will be assessed if the laptop is lost or stolen while checked out to you.

Billing fees

- Laptop clocks are not accurate and are not to be used to calculate due time.
- A replacement charge of \$2500 will be imposed if the laptop is not returned after 24 hours from the date due time.

Updated on 11/17/2015