



## Owen Library

### Student Wireless Laptop Program

#### Who can borrow a laptop?

- All University of Pittsburgh students in good standing with current University of Pittsburgh ID cards are eligible to borrow laptops.
- You must show your University of Pittsburgh ID when borrowing a laptop.
- Laptops are to be used in-house use only, and may not leave Owen Library.
- In order to borrow a laptop you must first complete and sign the [Wireless Laptop Program Borrower's Agreement](#).

#### What about my liability for the laptop?

- You are responsible for the laptop while it is checked out to you. Do not leave a laptop unattended at any time. If a laptop is lost, stolen or damaged while it is checked out to you, you are responsible.
- When using a laptop, please bring any problems to the attention of library staff immediately.
- While using the laptop, users must also comply with all [University of Pittsburgh Computer Account Policies](#).

#### How long can the laptop circulate?

- Laptops are due 4 hours after they are borrowed. Laptops must be returned to the Owen Library Circulation Desk at least 30 minutes before closing.
- When returning a laptop, you must wait for library staff to check the laptop for damage and issue you a return receipt, which is proof you returned the laptop. This process takes several minutes. Disputes about laptops and bags can only be resolved upon your presentation of a return receipt.

#### What are the fines and fees for late or damaged laptops?

- The overdue charges for laptops are \$10.00 per hour, up to four hours. Thereafter, the laptop is considered lost, and you will be billed for its replacement up to a maximum of \$1,000.

#### What is loaded on the laptop?

- The computers enable you to access the Microsoft Office suite of applications, including Word, Excel, PowerPoint and Access.
- You can also access your email, ULS licensed databases and the World Wide Web.
- You are not able to download data to the laptop. Data must be saved on disk or flash drive, emailed to your account, or printed.
- A complete list of the [hardware and software](#) on the laptops is available.