

Terms and Conditions for Use of the Library Laptops

Library laptops are available for overnight loan. All laptop loans must be returned by 10pm the following day.

1. Self-service Library laptops are for **University of Bedfordshire student** use only. They are not available to University staff, SCONUL Access users or visitors.
2. Library laptops are for the exclusive use of the borrower and under no circumstances should be lent to others. Loan is limited to one per student.
3. They are available on a **first come first served basis**, cannot be reserved and cannot be renewed.
4. **No University of Bedfordshire ID card no Laptop.** Loans are for overnight loans – follow the instructions on the cabinet.
5. You must return the laptop immediately if you finish your course or you are exited from the University. The laptop must not be taken outside Bedford/Luton/Bedfordshire/Aylesbury or the UK.
6. Once borrowed, the laptop is **YOUR** responsibility. You will be liable for any loss or damage to the equipment. Do **NOT** leave it unattended.
7. Laptops must be returned to the Self-Service cabinet. Log out of the laptop and follow the instructions on the cabinet – **remember to plug the laptop back in again**. The laptop and charger must be returned to the library you borrowed it from on or before the date for return.
8. Laptops that are overdue will accrue fines of £1 per day or part day, if overdue for more than 7 days the user will be invoiced for the full replacement cost of **£700 and their library account will be frozen**.
9. The laptop is loaned for academic purposes to facilitate study and research only.
10. Work should be saved in the normal way to your iCloud, OneDrive or USB stick. All files on the laptop's hard drive will be deleted once it is returned and **cannot** be recovered. You cannot install your own software on the laptop.
11. If there is a problem with the laptop go to the library Customer Service Desk or support is available by emailing library.technical@beds.ac.uk **Do not attempt to fix the problem yourself**.
12. By using Library Laptops students agree to abide by the University IT Regulations of Use. The University will not be held responsible for damage to files or data loss incurred whilst using the laptop. All equipment remains the property of University of Bedfordshire.
13. Start up instructions while in the library:
 - a. Laptop password is student2020
(lower case no gaps)
 - b. Connect to Wi-Fi
 - a. Sign into Office – Open Word, Excel etc. Click sign in (top right) with University email address: firstname.surname@study.beds.ac.uk and University password