

# UCC Library Laptop Checkout Policy

## **Checking out a laptop implies agreement with the following:**

By checking out a laptop, you agree to assume full financial responsibility while it is in your care. Library laptops are available to currently registered UCC credit students for one term and may be requested using the Library Textbook Laptop Calculator Request Form [<https://guides.ucclibrary.com/reserves>]. Laptops are available on a first-come, first-served basis. Only one laptop at a time may be borrowed by an individual. A *UCC Library Laptop Checkout Policy Agreement* must be signed before laptop will be released. When picking up a laptop, students must show their identification.

Laptops must be returned no later than the last Friday of the term in which it was borrowed. The student to whom the laptop is checked out is responsible for all associated costs if the laptop or peripheral is lost, stolen, damaged, or overdue. Replacement costs for items lost, damaged-beyond-repair, or stolen are: laptop-up to \$1000; adapter-up to \$63; carry bag-up to \$50. All are subject to applicable processing fees.

Return laptop to a library staff member at the library's front desk. Do not leave it unattended.

## Technical Assistance:

- For technical assistance with your laptop hardware or your VDI, please contact the Helpdesk at 541-440-7808.
- For all other questions, please contact the library at 541-440-4640 or [ucclibrary@umpqua.edu](mailto:ucclibrary@umpqua.edu). We will help you as we are able or direct you to the appropriate department.
- In case of hardware failure, a replacement will be provided if availability allows.

Library staff are happy to help you with general technology, software, elearning and research questions. <https://www.umpqua.edu/ask-a-librarian>

You must comply with all library [<https://www.umpqua.edu/library-policies>] and college policies [<https://www.umpqua.edu/acceptable-use-policy>] regarding use of technology.

While the laptop is in your care, the UCC Library is not liable for any data loss on the laptop such as hardware failure, malware, student neglect, etc.

## **Important! UCC Laptops use Virtual Machines (VDI).**

- **You must save all your work to a thumb drive or an online account, cloud, etc., before logging off the VDI.**
- **Do not save your work to your laptops desktop or the VDI desktop. It will be lost after you have disconnected from the VDI.**
- **If the internet connection is lost, you will have 25 minutes to reconnect to the VDI before your work is lost. Thus, we recommend saving your work continually to an online account or a USB drive so you will not lose your work in the case of a prolonged internet outage.**
- **Your connection to the VDI will timeout after 30 minutes of inactivity, including when you are watching videos but have not touched the keyboard or mouse. You will receive a five-minute warning before it times out.**