

Policy Title	AUC BYOD (Bring Your Own Device) Borrowing Policy (During COVID)
Responsible University Office	LLT Dean
Policy Owner	Director of Library Automation Systems
Pertinent Dates	Origination: March 22, 2021

I. SCOPE OF POLICY

The BYOD Borrowing service is designed to facilitate the usage of technology and to enhance learning experience of students in light of the Covid-19 precautionary measures. Therefore, the term of this policy shall start on the Issuance Date and ends on the last day of exams (semester loan).

II. POLICY STATEMENT

The BYOD Borrowing Policy provides guidelines for the students on the length of the borrowing period and the liabilities that he/she has to know while using the laptop.

III. RESPONSIBILITIES

Approved by: LLT Dean, LLT School Council and the Dean of Students

Managed by: Library Automation System and Library One Stop Services

Policy applies to: AUC students

IV. POLICY STANDARDS AND PROCEDURES

Current AUC Student with a valid AUC ID card may borrow a laptop from the Library One Stop Services, **after the approval of the Dean of Students.**

Loan Rules

- Borrowers must sign a BYOD Declaration form prior to any laptop check out to assume full responsibility and financial liability for the borrowed Laptop and its peripherals.
- Borrowers are permitted to take laptops outside AUC campus.

- After the approval of the Dean of Students, laptops are available to be checked out. One laptop per student may be checked out
- Laptops may not be reserved in advance.
- The loan period is for a semester.
- For renewing, email the Dean of Students (deanofstudents@aucegypt.edu) and copy the Library One Stop Services (circadmin@aucegypt.edu) a week before the due date
- Laptops will be inspected in the presence of the borrower during check out and check in to ensure its full operation.
- Failure to return the laptop on time will result in a daily fine.

Loan Enforcement

- The Library One Stop Services reserves the right to deny checkout privileges based on past abuses.
- Upon an audit inspection requirement, the borrower is obliged to return the laptop whenever it is recalled; otherwise, he/she will be charged the applicable governmental fees.
- The borrower agrees to return the laptop back to the Library One Stop Services on or before the due date of return, and in a similar condition as when received.
- Borrowers are responsible for saving their data before returning the laptop. All data and additional software will be wiped upon return.
- The borrower agrees to pay any late fines, repair and/or replacement costs according to market price plus service charge
- Borrowers should report any loss, damage, or defect to the Library One Stop Services immediately.

Overdue Fines and Charges

- Borrowers not returning laptops on the due date will be fined EGP 500 per day with a maximum of EGP 5,000. The library will consider a laptop lost after 10 working days.
- Lost or damaged laptop will be billed at the full replacement cost according to the market price plus a service charge of EGP 500.
- Partial repair cost will be billed at the market price plus a service charge of EGP 500.

V. FORMS/INSTRUCTIONS (if applicable)

AUC BYOD (Bring Your Own Device) Borrowing Declaration Form

VI. CONTACT INFORMATION

Responsible University Office: LLT Dean

If you have any questions or comments about this policy or you would like to report a violation of the policy, you may email autosys@aucegypt.edu