

Policy Title	Laptop Borrowing Policy
Responsible University Office	One-Stop Services
Policy Owner	Libraries and Learning Technologies
Pertinent Dates	November 1, 2021

1. SCOPE OF POLICY

The laptop borrowing service is designed to facilitate the usage of technology and to enhance learning, teaching, and working for full-time AUC students, faculty, and staff.

II. POLICY STATEMENT

The laptop borrowing service is for the purpose of providing a working primary device and not about upgrading from an existing device or obtaining a second device. This is to ensure that this service achieves its goal of helping those who are most in need. This policy is to provide guidelines for the borrower on the length of the borrowing period and the liabilities that he/she has to know while using, till returning, the laptop.

III. RESPONSIBILITIES

Approved by: LLT School Council and LLT Dean
 Managed by: LLT Associate Dean, Associate Director of One-Stop Services
 Applies to: Full-time AUC students, faculty, and staff.

IV. POLICY STANDARDS AND PROCEDURES

Eligibility:

- Laptops can be checked out by current full-time AUC students, faculty, and staff, with a valid ID card, and who maintain a valid library account in good standing.
- The borrowed laptop should be checked out by the original eligible borrower, not by proxy.
- The borrower's ID card must be presented to the library staff at the One-Stop Services Desk each time a laptop is borrowed.
- Those eligible to borrow a laptop are allowed for only one laptop and are not permitted to borrow a laptop for another individual.
- The Laptop Borrowing Policy and the Laptop Borrowing Declaration Form must be read and acknowledged each time a laptop is borrowed.
- If a student withdraws, has a leave of absence, graduates, or is disqualified, he/she must return the borrowed laptop by/before the day of submitting the clearance application.
- If a faculty is on long sick leave, leave without pay, sabbatical leave, professional development leave, maternity leave, and/or leaves AUC for any reason, he/she must return the borrowed laptop by/before the day of submitting the clearance application.
- If a staff resigns is dismissed or ends the contract, he/she must return the borrowed laptop by/before the day of submitting the clearance application.

Availability:

- Laptops cannot be reserved and are provided on a first-come, first-served basis.
- As quantities are limited, laptop availability is not guaranteed.
- Available laptops are:
 - MacBook
 - Dell
- Due to the limited number available, the priority for borrowing MacBook will be for ARTS and Architecture students and faculty.

Limitations of Use:

- The Library One-Stop Services reserves the right to deny checkout privileges.
- Borrowers must not tamper with the hardware or software already installed on the laptop.
- Borrowers must pick up and return the laptop on/before the due date, between 9:00, am – 3:30 pm, Sundays to Thursdays, excluding official holidays, at the library's One-Stop Services Desk.
- Students and faculty borrowing laptops must return the laptop at the library's One-Stop Services Desk, no later than the last day of exams of the semester in which the laptop is borrowed.
- Laptops are subject to return within 24 hours, once the borrower is emailed to return the laptop for an audit inspection requirement; otherwise, the borrower will be charged the applicable governmental fees, as per the Egyptian Law.
- Laptops are subject to return within 24 hours, once the borrower is emailed to return the laptop for an emergency recall; otherwise, the laptop will be considered lost and the full cost will be charged.
- Borrowed laptops must be used in learning, teaching, and/or working and must not be used for any work which is personal in nature.

Borrowing Periods:

- Laptops can be borrowed for a maximum of 7 days.

Borrowing Renewal:

- Laptop borrowing renewals are not allowed for equal borrowing opportunity.

Laptop Return:

- The primary laptop borrower is responsible for saving his/her data before returning the laptop because all data and additional software will be wiped upon return.
- The borrower needs to follow the below upon returning the borrowed laptop:
 - Return the laptop and all its accessories to the Library One-Stop Services Desk on/before the due date of return, and in a similar condition as when received.
 - Take the laptop and its accessories to the Library One-Stop Services Desk between the hours of 9:00 am – 3:30 pm, Sundays to Thursdays, excluding official holidays.
 - Hand the laptop in person to a Library Service staff directly and never just leave it on the Library One-Stop Services Desk, even if the staff is present but assisting another borrower.
 - Check with the Library Service staff, in the presence of the borrower, for a quick maintenance review of the laptop and power adapter during check-in to ensure its operation and to be notified of any initial visible damages, losses, or late charges.
- Further in-depth inspection will be done within 2 business days after the laptop is returned and the borrower will be notified of any repair cost to be paid.

Liability:

- By checking out the laptop, the borrower will be held financially responsible in cases of damage, loss, or theft of the borrowed laptop, its peripherals, and/or its accessories.
- The borrower is responsible for the safety and security of the laptop, its accessories, and its safe return in good condition.
- The borrower is responsible for noting the time and date that the laptop is due and ensuring the secure and prompt return of the checked-out laptop.
- Calling or emailing a library staff for late laptop returns will not prevent fines from accruing.
- Laptops returned without their accompanying accessories will not be checked in until all parts have been returned.
- The original borrower will be held liable for any late fees, damages, or inappropriate returns of library equipment.
- Violation of these responsibilities may result in the suspension of the borrower's laptop borrowing privileges. These violations include, but are not limited to, the following:
 - Returning the borrowed laptop through drop boxes.
 - Leaving the borrowed laptop unattended in or outside of the library.
 - Causing any problems with, damage to, or the loss of the borrowed laptop.
 - Failure to return the borrowed laptop on/before the due date.

Fines and Charges:

- If the borrowed laptop, its peripherals, and/or its accessories are not returned to the library One-Stop Services Desk on/before the due date, a fine of 500 LE per day or part of a day, will apply, with a maximum of EGP 5,000.
- If the laptop is 10 days past due, the library will report the laptop as lost and apply the full replacement cost of the laptop to the borrower's library account.
- The repair cost of any damages or breakdown will be based on the market price of the actual repair costs of the borrowed laptop, its peripherals, and/or its accessories (or the equivalent in EGP as per the exchange rate on the date of payment) plus a service charge of EGP 500, and it will be billed to the borrower's library account.
- The replacement cost of a damaged, lost, or stolen laptop is the market price of the borrowed laptop, its peripherals, and/or its accessories (or the equivalent in EGP as per the exchange rate on the date of payment) plus a service charge of EGP 500, and it will be billed to the borrower's library account.

V. FORMS/INSTRUCTIONS (if applicable)

[Laptop Borrowing Declaration Form](#)

Each time a borrower borrows a laptop will be asked to agree on the following:

1. I have fully read the AUC Laptop Borrowing Policy and I unconditionally agree to abide by it and I also declare that I hold the laptop in trust.
2. I understand that it is my responsibility to back up my data before returning the laptop as data and additional software will be wiped upon return.
3. I understand that AUC is not responsible for any damage to my data storage device(s), loss of data caused by software, hardware, battery failure, or computer viruses.

4. I agree to report immediately the damage, loss, or theft of the borrowed laptop, its peripherals, and/or its accessories to the Library One-Stop Service.
5. I understand that I have to return the laptop on/before the due date, between 9:00 am – 3:30 pm, Sundays to Thursdays, excluding official holidays, at the library's One-Stop Services Desk -no later than the last day of exams of the semester in which the laptop is borrowed, for students and faculty.
6. I understand that I have to return the laptop within 24 hours, once emailed to return the laptop for an audit inspection requirement; otherwise, I will be charged the applicable governmental fees, as per Egyptian Law.
7. I understand that I have to return the laptop within 24 hours, once emailed to return the laptop for an emergency recall; otherwise, the laptop will be considered lost and I will be charged full cost.
8. I understand that the laptop will be subject to a maintenance review upon return by a library computer specialist to ensure proper working order.
9. I understand that further in-depth inspection will be done within 2 business days after the laptop is returned and I will be notified and held accountable for any repair/replacement costs.
10. I understand that my right to borrow a laptop may be revoked in the future if I delay the laptop return and/or I do not comply with the policies governing its use.
11. I agree that the Library may impose fines and/or any other charges resulting from my failure to comply with the terms of this Form or AUC Laptop Borrowing Policy. The fines and charges, which may be imposed, shall be as follows:
 - 11.1 If the borrowed laptop, its peripherals, and/or its accessories are not returned to the Library on/before the due date, a fine of 500 LE per day or part of a day, will apply, with a maximum of EGP 5,000
 - 11.2 If the laptop is 10 days past due, the library will report the laptop as lost and apply the full replacement cost of the laptop to my library account.
 - 11.3 The repair cost of any damages or breakdown will be based on the market price of the actual repair costs of the borrowed laptop, its peripherals, and/or its accessories (or the equivalent in EGP as per the exchange rate on the date of payment) plus a service charge of EGP 500
 - 11.4 The replacement cost of a damaged, lost, or stolen laptop is the market price of the borrowed laptop, its peripherals, and/or its accessories (or the equivalent in EGP as per the exchange rate on the date of payment) plus a service charge of EGP 500

VI. CONTACT INFORMATION

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