

# Academy Library

## Laptop loans terms and conditions

1. The library laptops are for the personal use of registered students at UNSW Canberra and they cannot be borrowed on behalf of a friend or colleague.
2. If a laptop is borrowed on behalf of a friend or colleague, the student making the loan will still be responsible for the laptop and will still be responsible for complying with these terms and conditions.
3. The use of a Library laptop must comply with all University policies and conditions of use, including the [Acceptable Use of UNSW Information and Communication Technology \(ICT\) Resources Policy](#).
4. Laptop loans are usually loaned for 4 hours only. Laptops must be returned before the due time or the borrower will be liable for a \$3 per hour (or part thereof) late fee.
5. If a student incurs a fine of \$20 or more and it remains unpaid, they will be blocked from accessing all borrowing facilities (including auto-renewals). If the student incurs a fine of \$100 or more which remains unpaid, their enrolment will be blocked, and they will not have access to other student services (including graduations). This is in accordance with the [Borrowing Responsibilities](#).
6. If a laptop is more than 5 days overdue, it will be considered lost/stolen and the borrower will be liable for the full cost of replacement (in the amount of \$1,800), any late fees (up to \$216) and an administration fee (\$35). The full cost of replacement may be waived at the discretion of the Library, provided that the laptop is returned in a good condition.
7. The borrower is solely responsible for the security of the laptop. Should the laptop be lost/stolen whilst in the student's possession, they will be liable for the full cost of replacement, any late fees and an administration fee. If the student seeks consideration for the fine to be waived in the event that a laptop is stolen, the student will need to submit a police report, together with a completed statutory declaration, requesting the fine to be waived. The final decision to waive a stolen laptop fine is at the discretion of the Library.
8. The borrower is liable for the repair costs of any damage to the laptop whilst in their possession (up to \$1,800 plus a \$35 administration fee). Any damage to a laptop must be reported to library staff immediately. If the borrower returns a laptop that is damaged and does not advise the library staff of the damage, they will still be held responsible for the damage.
9. Any laptop repairs will be carried out by the UNSW Library's choice of repairer. Students cannot attempt to repair any damage or attempt to replace a damaged laptop with a laptop of their own.
10. If a laptop appears to be damaged when issued, the borrower must report the damage immediately to Library staff. Failure to report such damage may mean that the borrower will be liable for the damage.
11. The borrower must ensure that their work is saved regularly on to an external storage device.
12. All personal data or files on a laptop will be erased once the laptop is returned to the library and will not be recoverable if the laptop is logged off or powered down.
13. The library will not be liable for any work that is lost whilst using a laptop.
14. By loaning a laptop from the Library, the borrower agrees to the above terms and conditions.