

Self-Service Laptop Loans Terms and Conditions

Laptop Loan Lockers are available in the Doug Ellis Learning Hub, on the Ground Floor of the Medical School.

Borrowing

- You must have a valid University of Birmingham University ID card in order to borrow a laptop from the self-service lockers. You will also need your ID card to return a loaned laptop.
- Laptops are available from the self-service laptop lockers any time the Medical School is open.
- Laptops can be borrowed for a period of up to 4 hours
- You may only borrow one laptop at a time.
- Laptops cannot be booked in advance.
- Battery life is not guaranteed: please save your work regularly.

Renewing

- Laptop loans cannot be renewed, but after returning , you may borrow another laptop, subject to availability.

Returning

- You must shut down the laptop before returning it to the locker.
- Software is installed on the laptops which will erase any files saved to the hard drive on shutdown of the laptop. Files will not be retrievable. Save work to a USB stick or your network folder.
- When you return the laptop to the locker, you must ensure the power cable is connected. Until you have done this, the device is still in your possession and your responsibility.

Conditions of Use

- Whilst using a laptop you must adhere to the [General Conditions of Use of Computing and Network Facilities](#).
- Once issued, the laptop is your responsibility, which includes liability for any damage, loss or theft and which may result in a fine or charge for repair or the full replacement value of £640 + VAT. Do not leave it unattended at any time or loan it to anyone else.

- If there is an issue with a laptop you should notify a member of Library staff immediately. If the Library is closed, please notify Medical School Security.
- Library Services cannot be held responsible for damage to files or data loss incurred whilst using the laptop.
- The laptop is for personal use only. You may not borrow on behalf of someone else.
- No personal software or programs may be loaded on to the laptops.
- The laptop loan service is not available to alumni and external members and visitors.