



# Guideline for using library laptop loan service

## 1. Borrowing

- Library laptops are available for loan at the Enquiries Desk on the second floor of the library.
- You must have a valid University Card to borrow a laptop.
- You may borrow one laptop at any one time and the loan is not transferable.
- Library laptops could be borrowed for 24 hours at a time.

## 2. Using the laptop

- Library laptops could be borrowed by students and staff for use for free.
- Keep the laptop and accessories with you at all times, as you are personally responsible if it is lost, stolen, or damaged.
- Laptop wireless access is available in all library locations.
- The laptops provides the following software:
  - Basic:** Windows 10; Microsoft Edge; Adobe Reader; Microsoft Office 2016
  - Professional:** Python; Matlab; Photoshop; Premiere Pro; Stata; AutoCAD.
- The laptops support wireless printing from the Multi-Functional Printers. Try at <http://webprint.nottingham.edu.cn/app>.
- Please ask staff for advice on using the laptop. Library staff may provide assistance with issues related to laptop borrowing. For problems with installed software, wireless access and other technical support, please contact IT Services.  
Library Helpline: (0574) 8818 0152  
IT Helpline: (0574) 8818 0009

### 3. Return

- Library laptops must be returned in person to Enquiries Desk on the second floor of the library and cannot be returned elsewhere.
- Late return will incur a fine of CNY10 per day and commence at the due time. Fines for a full hour apply even when the laptop is less than one hour late. Borrowing privileges will also be suspended for late return.

### 4. Responsibility

- The user assumes full financial responsibility. The replacement charge for a laptop is CNY19000. Charges for missing laptop accessories also apply – CNY100 for carrying bag; CNY350 for laptop charger; and overdue fines. The suspension of borrowing privileges will also apply. A repair fee will be levied for damaged laptops.
- Any laptop equipment malfunctions should be reported immediately to Library staff.
- The University of Nottingham Ningbo China assumes no responsibility for files stored on the hard drive or the recovery of files accidentally left in the hard drive after the computer has been returned.
- The University of Nottingham Ningbo China is not responsible for any computer viruses that may be transferred to, or from, external storage solutions such as DVD or USB drivers used by the user.
- The University of Nottingham Ningbo China will not be responsible for any personal media returned with the laptop by mistake.