

Texas Woman's University

Library Policy Manual

Policy Name: **Borrowing Technology Equipment (Semester-long)**

Last Library Review: **December 2022**

Next Library Review: **December 2023**

Purpose: To establish the privileges and responsibilities of users who borrow semester-long technology equipment from the Libraries at Texas Woman's University. These guidelines are continually reviewed and revised by appropriate TWU administrators to reflect current library operations.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Policy:

- Texas Woman's University Libraries provides semester-long use of hotspots and laptops for currently enrolled TWU students.
- The loan period is one (1) semester and the due date will be set at the time of check out to the end of the current semester.
- All borrowers are responsible for adhering to the loan requirements, including the policy regarding blocks and fees.
- Equipment may be borrowed by TWU staff or faculty members at the discretion of Library Administration and the Digital Strategies & Innovation unit.

Library Guidelines

1. The licensed technology made available by the University Libraries is for research, instruction and related activities for current TWU faculty, staff, and students.
2. Prohibited actions include installing and/or running unauthorized software and exploiting licensed information.
3. Priority use of library equipment is given to users whose activities are directly related to the research, education, and service mission of Texas Woman's University.
4. Requests to borrow equipment must be submitted and approved prior to check out.

Blocks and Fees

The user will not be charged overdue fines. If equipment is not returned within 7 days after the due date or if it is returned damaged (beyond repair), a replacement fee and processing fee will be added to the user's account. Processing fees are \$10.00 per item. The replacement fee for laptops is \$1,500.00 each and \$200.00 each for a hotspot. Additionally, a block will be added to the user's account to prohibit the student from registering for classes, ordering a transcript, or receiving a diploma.

Payment of Fees

All library fees are applied to student accounts and are paid online in the Pay Online system through the student Pioneer Portal account or directly at the Bursar's Office (cash and checks for current term balances only). Library fee payments for students are not accepted at the libraries. The replacement fee, processing fee, and block will be removed if the overdue equipment is returned in good working condition within the semester following its due date.

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.