

NORTHERN ILLINOIS UNIVERSITY LIBRARIES POLICY: Laptop Circulation Policy
APPROVED BY: Management Group
EFFECTIVE: 11/9/2015
REVISION DATES: _____

The Northern Illinois University Libraries (Libraries) makes available a limited number wireless laptop to the Northern Illinois University (NIU) faculty, staff and students.

1. The Libraries has a limited number laptops and power cords available for use.
2. Laptops and power cords cannot be reserved ahead of time. They are available on a strictly first-come, first-served basis.
3. To check out a laptop and power cord, a patron needs to swipe their NIU OneCard on the self-checkout machine to obtain a laptop and power cord for 24 hours.
4. Laptops and power cords will circulate based on the library building hours.
5. When returning the laptop and power cord to the self-checkout machine, the patron needs to swipe their NIU OneCard to open the machine and plug the laptop back in. This must be done before the laptop and power cord will be discharged from the patron's record.
6. Patrons are responsible for any damage to the laptops and power cords while it is checked out to them.
7. A laptop and power cord not returned at the end of its circulation period will be declared overdue. A late fee of \$10 per day will be charged. A laptop not returned to the self-checkout machine within 24 hours will be declared lost.
8. A laptop and power cord reported stolen, damaged, or lost (not returned) will result in a \$1,000.00 lost fee plus a \$10 per day processing fee being charged to the patron who had the laptop checked out. If the laptop is returned in good working condition, the \$1,000.00 lost fee will be credited. However, the \$10 per day processing fee is non-refundable.