

## Blough-Weis Library Laptop Lending Policy

The Blough-Weis Library will make available five laptop computers for in-house use. These laptops access the Internet through a wireless connection. Please note the following details of the policy:

- 1) These laptops were originally purchased to support bibliographic instruction in the library. This will remain the priority use of these five laptops, in the event that they are needed for that purpose.
- 2) Only current Susquehanna University students, faculty and staff are eligible to borrow a laptop. The library will hold the patron's Susquehanna ID during the lending period.
- 3) The lending period is three hours.
- 4) Any changes made to the laptop configuration and hard drive (C:) are undone upon reboot of the laptop. For this reason, it is very important that you save any documents you create to a location other than the C: drive. Your options are:
  - a) Removable media such as a thumb/flash drive.
  - b) Map a network drive to your Susquehanna University network share. Instructions on how to do this are available at the media desk or on the web at <http://www.susqu.edu/library/tech/mapping.htm>.
  - c) If neither of the first two options is viable, you may save to the laptop's Y: drive (labeled Thawspace). Files saved to thawspace will remain after a laptop reboot. You should make a copy of any file saved to thawspace as soon as possible and remove the original from the laptop.
- 5) Please be certain to return the laptop at least 15 minutes before closing time.
- 6) A mouse is available upon request.

Any questions regarding this policy should be directed to Rebecca Wilson, Associate Library Director at 372-4322 or [wilsonb@susqu.edu](mailto:wilsonb@susqu.edu).

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