

This scheme enables students to borrow laptops for use within the Social Learning Zone (SLZ) and the Library.

You can move around within the Library and Social Learning Zone with the laptop, for example; you can create resources in one area, and then move to the SLZ or group study room for discussions.

Laptop loans are subject to Conditions of Use in addition to the *Regulations for use of Computer Facilities* (www.bolton.ac.uk/learning). You will be given a copy of these Conditions when you are issued with a laptop.

Issues

Laptops are issued from the Library IT Support Desk. Please note that Conditions of Use apply and that you will need your Student ID card in order to be able to borrow a laptop.

Laptops loans are available during term-time only and will stop 30 minutes before the Library closes.

Loan Period

The standard loan period is 3 hours. Please note that laptops must be returned to the IT Support Desk 15 minutes before the Library closes. This may mean that your loan period is less than 3 hours.

Software

The laptops have the following software:

- MS Office 2007 (Word, Excel, PowerPoint, Access, InfoPath, Publisher and Visio)
- Internet Explorer
- Adobe Reader 8

Network access

You will be able to use the University's wireless network in order to access your M: drive and a printer.

When you turn on the laptop the wireless connection wizard will connect you. Please enter your University username and password when prompted.

Saving your work

Please save your work regularly to your M: drive or USB pen drive. Please note that there is no floppy disk drive on the laptops.

Please do NOT save work to *My Documents* on the laptop. Any files saved here will be removed when the laptop is switched off.

You can also save files to CD or DVD using the Toshiba Disc Creator software.

Please note that if the laptop shuts down due to low battery level then we cannot be held responsible for any data loss.

Printing

When you turn on the laptop the wireless connection wizard connects you to your nearest printer. Normal printing charges will apply. You can top up your print quota at the print quota machine in the Library.

Returns

Once you have finished with the laptop, or at the end of your 3 hour loan period, please save your work to your M: drive or USB pen drive and shut down the laptop. Please return it to the Library IT Support Desk.

Fines

If you return the laptop after the end of your 3 hour loan period then there will be a fine of £5 per hour or part of an hour.

Renewals

Due to the limited number of laptops available for loan it may not be possible to renew your loan on the laptop. On-line renewals are not possible.

If you wish to renew your loan on the laptop please take it to the Library IT Support Desk.

Faulty laptops

If, whilst using the laptop, you experience a hardware or software problem then please return it to the Library IT Support Desk where it will be checked. If necessary you will be issued with another laptop for the remainder of your 3 hour loan period.

Looking after the laptop

You are reminded that you are responsible for the safety and security of the laptop whilst it is on loan to you. Do not leave the laptop unattended or unsecured. You will be charged for any loss or damage.

Please report any damage or loss to the Library IT Support Desk as soon as possible.

Laptop batteries

The laptops are supplied with charged batteries, so you can sit anywhere in the Library or Social Learning Zone without needing to be near a power socket.

Depending on how you use the laptop, we can not guarantee that the battery will last for 3 hours; so please check your battery level frequently.

You will receive a warning when there is 10% of your battery life left. If your battery level becomes low, please save your work immediately to your M: drive or USB pen drive and bring the laptop to the IT Support Desk for a replacement battery.

The laptops are configured to use powersaving features in order to extend the battery life. If the laptop goes into powersave mode and moving the mouse does not 'wake' the laptop, please press the silver on/off button or the **i** button to activate your laptop.

Library Opening hours

Normal hours are as follows but always check before visiting the Library:

Term-time:

Monday – Thursday	8.45 – 21.00
Friday	8.45 – 17.00
Saturday	9.30 – 12:30

Vacation:

Monday – Friday	9.00 – 17.00
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Contact Us

We welcome your comments or suggestions on this service. You can complete a *We'd like to hear your comments* form within the Library or contact us via our web pages
www.bolton.ac.uk/learning

If you have any further queries, please contact the IT Support Desk on 01204 903563.

The Library

Guide to Services

3-hour Laptop Loan Service